<OPTIONAL: insert or copy and paste company or program logo here>

 **Position Title**

**Position details**

-List or explain position duties and responsibilities

-Salary

-Benefits

-Anticipated work schedule

**Applicant requirements**

-Education

-Work experience

-Application website (if applicable)

-Required application materials (i.e. resume, cover letter, letters of rec., reference contacts)

**Point of contact for applicants to inquire about the position and send application materials to**

-Name

-Phone number

-e-mail

-Optional: Program website

-Optional: Program social media page(s)

**Deadline to apply**