

IBIT 6.7 Example of Job Posting Information

Job code and title	(75593) Administrative Specialist II
Position title	Assistant to Director of Marketing
Position category	Administrative and clerical
Compensation category	Nonexempt C [\$15.00 to \$20.00 per hour to start, depending on qualifications]
Work hours	8:30 am–5:00 pm
Work days	MTWThF
Required/preferred qualifications	<p>Prior experience as Administrative Specialist I or II</p> <p>Excellent professional communication skills</p> <p>Proficiency with word processing, spreadsheet, asset management, database, electronic mail, and Internet browser software</p> <p>Knowledge of management principles and functions</p>
Job description	<p>Assist the Director of Marketing with clerical and administrative tasks, including preparing correspondence, organizing a calendar of appointments, communicating with individuals within and external to the organization</p> <p>The Director of Marketing works in the corporate offices in downtown Chicago. Employees work closely with one another in the marketing department and support one another through their efforts. There is a formal dress code for all employees in this division and professionalism is emphasized.</p>
Work unit description	
Application instructions	<p>Click to enter submission portal: ENTER</p> <p>Click to submit appraisal information from records: ENTER</p> <p>Click to request recommendations: ENTER</p>

be pulled directly into the system from job analysis files. Work unit descriptions can also be developed and standardized to make the process of uploading a new position more efficient. Finally, application instructions link the user to three different portals. The submission portal leads to a series of pages where applicants can submit their qualifications and statement of interest. The appraisal information portal allows applicants to link their individual application to previous performance appraisal