

GRAD Gargoyle Job/Internship Posting Guide

Access the [GRAD Gargoyle job board](#) and follow the prompts described below. Required fields are marked with an asterix. Once complete, select **SUBMIT**.

Prompt	Description
Position Type*	Select option(s) which best describes the role you are posting
Restrict Applications*	Select YES to see only applicants who meet all criteria or NO to see all
Blind Posting	Select YES to hide employer/contact info and NO to make it visible
Title*	Indicate job title
Job Description*	Indicate job responsibilities in no more than 200 words
Job Function*	Select category that best describes role; multiple options allowed
Resume Receipt*	Select E-MAIL
Add'l Docs & Notes	A resume is required for and additional documents can be requested
Display Contact Info	If selected, complete "Contact Information" field
Posting Date*	Date job/internship should be posted
Expiration Date*	Date job/internship should be removed
GPA	Enter minimum grade point average if desired
Graduation Start/End*	Enter range for desired graduation date
Requisition #	<i>n/a</i>
Desired Start Date	Enter optimal start date
Duration	Enter length of internship/employment if known
Hours Per Week	Enter approximation
Degree Level	Use key to discern acronyms which describe academic affiliation at UChicago
Travel Percentage	Enter approximation if applicable
Qualifications	Indicate other preferred skills or credentials if applicable
Work Authorization*	Indicate type(s) of work authorization desired for the position
Int'l Work Sponsorship*	Indicate whether your organization might sponsor international candidates
Desired Skills	Select up to 10 skills options preferred for the position
Desired Major(s)	Select major(s) preferred for the position
Salary Level*	Enter salary range or indicate whether the position is paid/unpaid
Location*	Indicate geographical information about the job site
Auto Application Packet	Select YES for a PDF of all applicants' job materials after posting ends
Attachment(s)	Upload PDF or Word documents to posting

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