**Template for creating a job offer of the UZH**

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| Name of the department of the position to be filledExample: Institute X      |
| Title of the position to be filledExample: Head of X      |
| Employment level of the position to be filledExample: 100%       |
| Information about the department of the position to be filledExample: The institute X is ....      |
| Your responsibilities (duties of the position to be filled)Example: As a member of the institute X you are responsible for …      |
| Your profile (demands for the position to be filled)Example: Education / Knowledge / Willingness to … / etc.      |
| We offer (information about the UZH as an employer)*The text below is a standard text on the UZH platform. The text can be edited or amended though.* We offer varied and interesting work in an inspiring and socially relevant environment. Diversity and inclusion are important to us.      |
| Place of work (location of the position to be filled)Example: Rämistrasse 100, 8001 Zurich      |
| Start of employment (when is the position to be filled)*The text below is a standard text on the UZH platform. The text can be edited or amended though.* Employment start date to be mutually agreed. Please submit your application by (TT/MM/JJJJ).       |
| Further informationExample: Mrs Dr. Susanne X, SX@uzh.ch      |
| E-Mail address where the application has to be sent toExample: xx@institutx.uzh.ch      |
| Media platforms for the publication of the positionjobs@uzh.ch (mandatory + free of charge)other job platforms, social media platforms and print media (fee-based)\*      |
| \*External expenses: Cost center (Kostenstelle, PSP Element) and responsible personExample: 9000000, Susanne X      |