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

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| Name of the department of the position to be filled  Example: Institute X |
| Title of the position to be filled  Example: Head of X |
| Employment level of the position to be filled  Example: 100% |
| Information about the department of the position to be filled  Example: 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 information  Example: Mrs Dr. Susanne X, SX@uzh.ch |
| E-Mail address where the application has to be sent to  Example: xx@institutx.uzh.ch |
| Media platforms for the publication of the position  [jobs@uzh.ch](mailto:jobs@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 person  Example: 9000000, Susanne X |