

Stanford | University Human Resources

Stanford | SCHOOL NAME

For external postings, build your brand

Title: *(This section is prepopulated from Taleo)*

Simplify the title, keep it searchable. Avoid numbers, abbreviations and Stanford jargon

School/Unit Description:

Showcase why a candidate wants to work for your team. List recognitions or breakthroughs

Position Summary:

Answer what's in it for the candidate, will there be exciting and challenging work, and growth opportunities

In this role, you will: (refer to as Core Duties in the job description)

Accurately reflect the core job responsibilities and keep bullet list short

To be successful in this role, you will bring: (qualification in the job description)

List requirements; experience, education, licensure/certification, language proficiency and physical requirements and keep bullet list short

In addition, preferred requirements include:

List preferred requirements

Why Stanford is for You

Imagine a world without search engines or social platforms. Consider lives saved through first-ever organ transplants and research to cure illnesses. Stanford University has revolutionized the way we live and enrich the world. Supporting this mission is our diverse and dedicated 17,000 staff. We seek talent driven to impact the future of our legacy. Our culture and unique perks empower you with:

Highlight the benefits of working at Stanford

- **Freedom to grow.** We offer career development programs, tuition reimbursement, or audit a course. Join a TedTalk, film screening, or listen to a renowned author or global leader speak.
- **A caring culture.** We provide superb retirement plans, generous time-off, and family care resources.
- **A healthier you.** Climb our rock wall, or choose from hundreds of health or fitness classes at our world-class exercise facilities. We also provide excellent health care benefits.
- **Discovery and fun.** Stroll through historic sculptures, trails, and museums.
- **Enviably resources.** Enjoy free commuter programs, ridesharing incentives, discounts and more

Other duties may also be assigned, not all unique aspects of this job are covered by this job posting. A full job description will be shared during the interview process.

Include all required compliance text at the bottom of the posting

Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

Stanford is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law

Additional Information *(Note: this section is prepopulated from Taleo)*

These fields are automatically populated; you do not have to manually enter them

Schedule:
Job Code:
Employee Status:
Grade:
Department URL:
Requisition ID:

Taleo Formatting Guidelines

Font Style: Arial

Font Size: X-Small

Headers: Use the headers listed in this document.

** Strip the text of all formatting before pasting into Taleo, this will make it easier to format within Taleo.*

[October 2019]