



UNIVERSITY OF
NEW ENGLAND

Career Services

Posting a Job

To post a full-time, part time or summer position with UNE Career Services, please provide the following information and return this form as a **Word Document** to Roberta Ferreira via email (bccareerservices@une.edu). Please call (207) 602-2096 with any questions.

The open position will remain listed for 60 days. Please contact us for early removal. Career Services will make every effort to post open positions promptly.

Career Services reserves the right to deny approval to posting any job that does not adhere to the [National Association of Colleges and Employers' \(NACE\) Principles for Professional Practice](#) or the office deems improper for this free service.

EEO Statement - Please read before submitting:

The Board of Trustees of the University of New England and the Career Services Office adhere to applicable federal and state laws, regulations, standards and guidelines assuring nondiscrimination on the basis of race, ethnicity, national origin, gender, sexual orientation, religion, age, veteran status or disabling condition in violation of Federal or state civil rights laws including the Americans With Disabilities Act and section 504 of the Rehabilitation Act of 1973.

The University of New England is also committed to provide all of its programs and activities to its students and alumni on a nondiscriminatory basis. Furthermore, in good faith, the Career Services Office works only with those employers who function in a nondiscriminatory fashion consistent with the law and also with the University's own policies requiring nondiscrimination on the basis of sexual orientation.

By participating with Career Services, organizations agree that they will adhere to applicable federal and state nondiscrimination laws, regulations, standards, and guidelines, that no fee will be charged to any candidate at any time, and organizations will not disclose resumes or other applicant information under any circumstances to other entities without the applicant's prior written consent. The Career Services Office reserves the right to discontinue services to students, alumni and employers who have violated EEO or Department of Labor (DOL) guidelines.

By submitting this form you have read and understood and agree to the EEO Statement and your position adheres to the Department of Labor guidelines.



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Job Posting Form

Job Title:

Employer Name and Location (city, state):

Job Description:

Requirements/Qualifications:

Your Contact Information:

Application Procedure:

Compensation:

[Note: If the position is unpaid, you are confirming that it adheres to the Department of Labor guidelines]