**Technical/administrative (TAP) job advertisement (incl. trainees)**

**Tools, guidelines and inspiration** (If the link does not work: Right-click on 'Click here' and select 'Open link')

# **Information needed in Emply Hire**

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| **Heading for the advertisement**  E.g.: *[Position] in [field]* | [Type heading here] |
| **Unit number**  Please ask the department secretariat, or your immediate supervisor in the administrative centre and/or check the [guide to organisation units](https://mit.au.dk/guide/index.cfm?sp=en) |  |
| **Academic contact person/grant recipient** |  |
| **Job type** |  |
| **Number of positions available** |  |
| **Hours per week** |  |
| **Expected start and end date** |  |
| **Project number** |  |
| **Activity number** |  |
| **Chair of the appointment committee** |  |

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| **Publication** (Publication of the job advertisement is paid for by the project/department – note that a handling fee will be charged regardless of the selected publication platforms) | |
| **Obligatory job portals:** | [www.au.dk](http://www.au.dk)  [www.jobnet.dk](http://www.jobnet.dk) |
| **Additional job portals:**  *Please tick the boxes next to the portals you want to use* | [AU Job's LinkedIn page](https://www.linkedin.com/showcase/au-vacant-positions/?viewAsMember=true) (Free of charge –  *Please provide picture and name of copyright – otherwise, we will use a standard AU picture*)  *Name of those who need easy access to share directly on LinkedIn:*  [www.linkedin.com](https://www.linkedin.com/talent/post-a-job?trk=flagship3_job_home) (Paid version – for more views)  Other job portals: |
| Some media[[1]](#footnote-2) sell publication periods of a certain length (e.g., 30 days).  If the position is advertised for a longer period of time, it must be published: | Throughout the period (purchase of several publication periods).  From the time of publication onwards (purchase of one publication period)  Up to the application deadline (purchase of one publication period) |
| **Do you want HR to obtain a cost estimate, incl. handling fees, for the job portals selected, for your/the department head's approval?**  This is only relevant if you choose to advertise through any non-obligatory job portals. Note that you will be charged DKK 178[[2]](#footnote-3) for requesting a cost estimate, but only if the job is subsequently advertised | Yes |

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| **Template for the job advertisement** | |
| Fill in the right-hand column. Use the suggestions or write your own text, and delete the remaining | |
| **Heading** | **[Type heading here]** |
| **Teaser**  The first section of the job advertisement should include the place of work, the duration of employment and the start date of employment  This text will automatically be used as a teaser on various job portals, e.g. Jobindex and LinkedIn | Are you passionate about and can you contribute to the development/operation of ? at Aarhus University is looking for a from or as soon as possible. This is a .  ..  at Aarhus University is looking for a skilled for . We need a new colleague from or as soon as possible thereafter. |
| **Expected start date and duration of employment**  HR must receive the case from the departments/centres (via the Medarbejderstamkort (MSK)employee registration system) at least:  • 30 days before the start date for Danish citizens  • 60 days before the start date for EU citizens  • 90 days before the start date for non-EU citizens  In general, employments should start on the 1st or the 15th of a month and should be of at least six months' duration | **Expected start date and duration of employment**  This is a –year position from or as soon possible.  ..  This is a fixed-term position to end on . |
| **Tasks**  Which aspects of the position should be highlighted in particular? What makes the position attractive, and what will interest the target group?  Combine text with brief bullet points to describe the primary, prioritised tasks in the position. | **Job description**  This section may include topics such as:   * You will be contributing to/establishing/developing ... * You will be working primarily with ... * The position will focus on aspects of/elements of ... * You will be involved in ... * These activities will be in close collaboration with ... |
| **Qualifications**  Describe the professional and personal qualifications particularly important in connection with this position  You can combine text with brief bullet points. Start with formal requirements and experience  Be specific about the position and the tasks involved. Clearly state what is important and what is an advantage | **Your profile**  This section may include topics such as:   * Experience in the use of/carrying out/handling ... * Collaboration and/or management skills * Communication and/or language skills * Personal skills |
| **Who we are/about us**  Boast but do not exaggerate. Be specific about strategy, goals, work environment and culture | **Who we are**  Description of the department/centre(the department secretariat or your immediate supervisor in the administrative centre may be able to help)    Insert additional text describing the section/research group, if relevant. Add a link to the department/centre website |
| **What we offer** | **What we offer**  This section may include topics such as:  The department/centre offers:   * a well-developed research infrastructure, laboratories and access to shared equipment * an exciting interdisciplinary environment with many national, international and industrial collaborators * a work environment encouraging lively, open and critical discussion * a work environment with close working relationships, networking and social activities * a workplace characterised by professionalism, equality and a healthy work-life balance |
| **Place of work and area of employment**  Select one of the text sections to the right and delete the other | **Place of work and area of employment**  The place of work is at , and the area of employment is Aarhus University with affiliated institutions.  If there is more than one place of work, use the following text:  **Place of work and area of employment**  The position includes two permanent workplace addresses in Aarhus and respectively. The attendance at each workplace address is by agreement with your immediate supervisor. At the time of employment, the distribution between the workplace addresses is expected to be days with place of employment in Aarhus and days with place of employment in . In Aarhus the place of work is . In the place of work is . The area of employment is Aarhus University with affiliated institutions. |
| **Contact information** | **Contact information**  For further information, please contact: , , , *.* |
| **Deadline for application**  The application period is minimum 2 weeks.  The deadline for application should not fall during weekends, public holidays or other holidays. This is to ensure that staff is available in case of technical problems with the recruitment system. | **Deadline**  Applications must be received no later than . |
| The system will automatically insert information about:  Contact HR for the precise wording or check other [current job advertisements](https://international.au.dk/about/profile/vacant-positions/) | |
| **Formalities and salary range** | * Salary and terms of employment according to the relevant collective agreement * All interested candidates are encouraged to apply, regardless of their personal background. * All applications must be submitted via the Aarhus University recruitment system. |
| **Aarhus University** | A general description of Aarhus University |
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| If you have comments to the template, please send an email to [HR.Tech@au.dk](mailto:HR.Tech@au.dk). | |

1. Does not apply to posts on au.dk, jobnet.dk and AU Jobs LinkedIn [↑](#footnote-ref-2)
2. The price per 23 March 2021 [↑](#footnote-ref-3)