Create a Position

On the Positions page, select “New Position” in the top right corner.

Create Position

Please select information about the position you want to create. You cannot make changes to these fields once the position is created.

<table>
<thead>
<tr>
<th>Type *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select position type</td>
</tr>
</tbody>
</table>

**Intercollegiate Athletics**
- Officer of Instruction
- Officer of Research
- Officer of the Libraries
- Postdoctoral Researcher / Scientist
- The School, K-8
- Waiver: Officer of Instruction

**Search For or Select Unit**

Columbia University Test

**What kind of position would you like to create?**

- [ ] A new position
- [ ] Clone from an existing position

[Create] [Cancel]

**Things to Remember:**

- Choose the appropriate position type, this is the only way to indicate the Officer Type for reporting purposes.
- You will only have access to the units where you work in the “Search For or Select Unit.” If you are missing a unit email academicrecruiting@columbia.edu for assistance.
- Select “A new position” if this is the first time you are creating the posting.
Quick Start Guide: Position Posting

1 Documents Required
Drag and drop the documents in the list below to change the order they will appear in the application requirements.

1
C.V.

+ Add Requirement

Additional Applicant Options

☐ Applicants may add additional documents

You may give applicants the ability to include additional materials with their application. If you have documents that you recommend, but don't require as part of the application, you should select this choice.

☐ Send a message on application submission.

Descriptions and Dates

Position Title *

Official University Position Title [do not include departments, subunits, etc. if it is not a part of the formal title]

Location *

Use Location Code - Morningside is 01, CUIIMC is 02, LDEO is 04, Nevis is 05, Manhattanville is 06

Position Type

Officer of Instruction

Salary Range or Pay Grade *

E.g., $80,000 - $100,000 a year; GS-8

$225,000-$300,000

Open Date *

Feb 22, 2023

Deadline

☐ Rolling Deadline  ☐ Specific Date

Position Description *

Full Job Description should be included here.

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Things to Remember:

- Use Location Codes – Morningside 01, CUIMC 02, LDEO 04, Nevis 05, Manhattanville 06, Other 70.

Application Instructions

Equal Employment Opportunity Statement

Columbia University is an Equal Opportunity Employer / Disability / Veteran

Pay Transparency Disclosure

The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to departmental budgets, qualifications, experience, education, licenses, specialty, and training. The above hiring range represents the University's good faith and reasonable estimate of the range of possible compensation at the time of posting.

Advertising Setting

What is the advertising setting for this position? *

Learn more about the advertising setting

- Public, the position will be available for applicants to find and apply online.
- Private, the position will not be discoverable in any public position feeds managed by Interfolio.

- Rolling Deadline=Open until Filled; Specific Date= The posting will close on a specific date
- The Job Description and Qualifications fields are mandatory
- If this is an open rank position use this format in the Application Instructions field “ Hiring Salary Range: [$minimum salary of the lowest rank] - [$maximum salary of the highest rank]. Then provide a salary range by rank using this format : Rank: [$minimum hiring salary] - [maximum hiring salary], Rank 2: [$minimum hiring salary] - [$maximum hiring salary] until all

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ranks represented in the post have a salary range. As of November 1, 2022 the NYC Pay Transparency Act requires that all employment opportunities in NYC include a salary range.

Required Documents

Things to Remember:

- Every job posting must require applicants to upload a CV. You must add this document to the required list.
- Non-confidential letters of recommendation and confidential letters of recommendation are different, please make sure to select confidential letters of recommendation if you do not want the applicant to be able to view the contents of the letter.

Evaluation Settings

4 Criteria
Drag and drop the criteria in the list below to change the order they will appear in the application review process.

Note: at least one criterion must be created in order to rate candidates.

- Scholarship
- Teaching Experience
- Research
- Use of Inclusive Practices in the classroom

Blind Review

☑ Evaluators should not see others’ comments and ratings

Things to Remember:

- Evaluation Criteria is not mandatory, if you use this feature you can add up to five (5) criteria
- Blind review may be turned on or off depending on the search committee’s preference

Application Forms

0 Forms Required
Drag and drop the documents in the list below to change the order they will appear in the document delivery packet.

☑ Applicants must complete an Equal Employment Opportunity form

EEO-1/Affirmative Action Voluntary Self Identification Form

Note: EEO responses can be viewed by EEO officers and administrators but not by committee members. EEO forms may be required by institutional or unit administrators.

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**Things to Remember:**

- The EEO form is locked and cannot be edited
- Application Forms is another name for Supplemental Questions
- Once you add an Application Form to a posting and the posting goes live, it cannot be edited

**Search Committee**

![Search Committee Form]

**Things to Remember:**

- You must include at least one Committee Manager (typically the person who created the post)
- You must include at least one Evaluator (Search Committee Member)
- You must have an Evaluator and a Committee Manager listed in order to receive automatic AA Clearance
- All Evaluators should be listed in this section prior to moving an applicant to “Selectee”

**Internal Notes**

![Internal Notes Form]

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Position Term Length
1-120 months

Anticipated Start Date
Jul 1, 2023

Funding Source
e.g. Vice-President's Office: Grant Foundation
Optional

Hiring Plan

Place advertising information in this field using the following format. The job opening must be posted to at least two external sites for a minimum of thirty (30) days.

Advertising / Marketing Source Name 1
- Dates the employment posting will run: [April 1, 2021 to June 30, 2021].
- Website where the employment posting is listed: [www.chronicle.com].

Advertising / Marketing Source Name 2
- Dates the employment posting will run: [April 1, 2021 to June 30, 2021].
- Website where the employment posting is listed: [www.chronicle.com].

General Notes

If the posting is a time limited position place the end date here in the format listed below—do not include any text. If the position is continuous, leave this field blank.

08/30/2022

Things to Remember:

- Internal Notes will not post to Careers at Columbia.
- Under Appointment Type please only use: Fixed Term or Continuing. Do not use Tenure or Tenure-track. This field is reportable.
- Please include an Anticipated Start Date (this is important for our Internal Reports). This field is required.
- Two Advertising sources in a minimum requirement, please advertise more broadly if feasible.
- Skip Position Term Length, when the posting is a time limited position please and include the end date in the General Notes field.

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