



# EXTERNAL JOB POSTING TEMPLATE

**Position Title:**

**Department Name:**

**About the Department (Optional):**

**Position Description:**

**Qualifications:**

**Preferred Qualifications:**

**Required Attachments:**

**Special Instructions (Optional):**

## EEO/AA

### About University of Houston-Downtown

The University of Houston-Downtown (UHD) -- the second largest university in Houston -- has served the educational needs of the nation's fourth-largest city since 1974. UHD is one of four distinct public universities within the University of Houston System. As a comprehensive four-year university, UHD offers over 43 bachelor's and eight master's degree programs within four colleges (Marilyn Davies College of Business; Humanities and Social Sciences; Public Service, Sciences and Technology). Annually, UHD educates more than 14,000 students, boasts over 44,000 alumni, and is noted nationally as both a Hispanic-Serving Institution and a Minority-Serving Institution. For more on the University of Houston-Downtown, visit [www.uhd.edu](http://www.uhd.edu).

To apply, please go to [www.uhd.edu/careers](http://www.uhd.edu/careers).

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**NOTE: Ad layout and graphic design must comply with [UHD Graphic Guidelines](#).**