How to Post a Position

**AFSCME**

Points to remember about AFSCME job postings:

- Include the AFSCME job title
- List the grade and/or salary range
- Specify a distinct application closing date
- Give a description of the duties and qualifications that fall within the classification specifications
- Clearly indicate that the position falls under the AFSCME union
- Provide the expected work schedule (days and hours)
- Indicate source of funding and, if grant funded, provide the termination date of grant if known
- Postings must be publicized for a minimum of ten (10) calendar days
- A copy must be sent to the campus union leadership two (2) day prior to public posting
- Postings must appear in at least three (3) public locations
  - GCC traditionally uses the all users list serve
  - The BizTeam list serve (Franklin Hampshire County Career Center)
  - The list serve of all other MA state community college, state colleges, and universities

**MCCC**

Points to remember about MCCC job postings:

- Include the MCCC title from the job specifications – a functional title may be used that more closely describes the position within the college but the MCCC specification title must also be given
- Provide the salary range – language clarifying that salaries are calculated using the classification system and it’s unlikely that a candidate will receive a salary at the high end of the range is allowed
- List an anticipated start date
- Specify a distinct application closing date
- Give a description of duties and qualifications
- Date the posting
- Postings must be publicized for a minimum of ten (10) calendar days
- A copy must be sent to the campus union leadership two (2) day prior to public posting
- Postings must appear in at least three (3) public locations
  - GCC traditionally uses the all users list serve
  - The BizTeam list serve (Franklin Hampshire County Career Center)
  - The list serve of all other MA state community college, state colleges, and universities

**NUP**
How to Post a Position

Points to remember when filling NUP positions:

- Non-Unit Professional positions may be filled on an interim basis via Presidential appointment at the President’s discretion
- Interim Non-Unit Professional positions may be transmuted into an official appointments by the President at his/her discretion
- When posting Non-Unit Professional positions for a full search process, the job postings must adhere to the same general guidelines as those for AFSCME or MCCC job postings
- The salary can be left open with place-holder language indicating that the salary will be competitive, commensurate with qualifications and experience, and accompanied by a comprehensive benefits package
- Described duties and qualifications need not adhere to any set specifications since there are none for Non-Unit Professional positions so they may reflect the exact job duties and qualifications for the specific job in question
- Hard-to-fill Non-Unit Professional positions may require extra outreach efforts to attract a large enough pool of qualified candidates so thought should be given to the best ways to reach the largest groups of potentially suitable applicants