

How do I advertise a position for the College of Public Health?

To ensure that the College attracts a diverse, qualified pool of potential employees, all job opportunities must be advertised. This includes all salaried positions (Administration, Faculty & Staff) as well as all OPS opportunities (including GA's, hourly student assistants, and other OPS positions). The only exceptions to this policy are:

- Individual is identified by name in a grant or contract
- Individual is continuing an existing appointment

Waiver of the advertising requirement and use of the visiting modifier should be limited to special circumstances. Any appointment with the visiting modifier requires approval of the Dean in advance.

Requirements for advertising the job opportunity differ by employment type.

Administration & Staff

- Hiring authority submits the request to COPH HR to advertise a position. Request should include:
 - Approved funding plan
 - Approved position description including position number
 - Contact information
 - Posting Location: All positions post to the USF web site; units are encouraged to also advertise in an external source to encourage a diverse applicant pool
- Position Vacancy Announcement: Will be completed by COPH HR upon receipt of the above request.
- Positions are to be posted on the USF web site for at least one week to 14 days or Open Until Filled. The web site is updated daily.
- All applicants must submit their applications directly through the USF Career Portal: https://employment.usf.edu/applicants/jsp/shared/Welcome_css.jsp
- Upon closing of the advertisement period the position will be removed from the USF web site, main campus HR will “qualify” the applicant pool based on the minimum and preferred qualifications in the advertisement. Once this step is completed, main campus HR will contact the COPH HR team
- The COPH HR team will contact the Hiring authority for the next steps

Faculty

- To advertise for any faculty vacancy, the Hiring Authority must prepare a search plan to submit to Health Office of Faculty Affairs.
- COPH Office of Faculty Affairs will offer assistance in the development and review of the search plan. For more information on the policies and processes related to Faculty searches, please see the Faculty Affairs web site: <http://health.usf.edu/publichealth/facultyaffairs/index.htm>
- Applications will be submitted through the USF Career Portal:

- https://employment.usf.edu/applicants/jsp/shared/Welcome_css.jsp
- The Hiring Authority will work with Copenh Office of Faculty Affairs and the Copenh EEO liaison to certify the applicant pool prior to the start of the interview process.

For additional information please contact June Lake @ 813/974-8861 or jlake@health.usf.edu

Non-Student OPS

- Hiring authority submits request to Copenh HR to advertise the position. Request should include:
 - Job title
 - Job description
 - Funding Source
 - Anticipated Hiring Salary
 - Anticipated Start and End Dates
 - Contact Information, including email address
- Non-Student OPS opportunities must be advertised for a minimum of five business days. The Non-Student OPS position can be advertised through the Copenh list serve and/or the USF web site. The USF web site is updated daily.
- Anticipated start dates should be realistically planned. The time period should include the minimum of the five day advertisement period, time to review applications/resumes and time needed to complete hiring paperwork. All Copenh hiring will occur with the start of a pay period. Requests must be submitted by the Copenh deadline date to guarantee that the appointment will start on time.

Student OPS

- Departments will advertise their Student OPS position on the Student list serve
- Once they have selected their candid they will contact the Copenh HR team for further assistance

For additional information please contact the Copenh HR Team:

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