



### **Job Posting Tips to Consider:**

Taking the time to craft an interesting and detailed posting will yield a more robust applicant pool. Give attention to constructing the company profile and job description to ensure the posting speaks to the values, mission and culture of the organization. Consider spotlighting interesting company projects, products or accomplishments.

### **What Information is Required?**

#### **Job Title**

#### **Type of Job**

Full-time, part-time or internship

#### **Job Description**

Describe the role with specific examples of the type of work and responsibilities involved, identify specific competencies or skill sets for the position

#### **Qualifications**

Ideal/desired number of years of experience, and type of degree

#### **Job Location**

#### **How to Apply**

If applications are being accepted via email, please include the email of the person who is handling applications, and include required email subject lines

#### **What to submit**

Are cover letters or additional materials required

#### **Deadlines**

Is the position rolling or is there a deadline for applying

#### **Citizenship**

Is this position only open to US citizens, will non-US citizens be considered

*Please note, all job and internship postings are subject to approval by the Harvard Alumni Real Estate Board. Once approved, your job description will be posted on the board's website within three days. Job postings will be removed from the board's website upon your request or four weeks after posting, whichever comes first.*