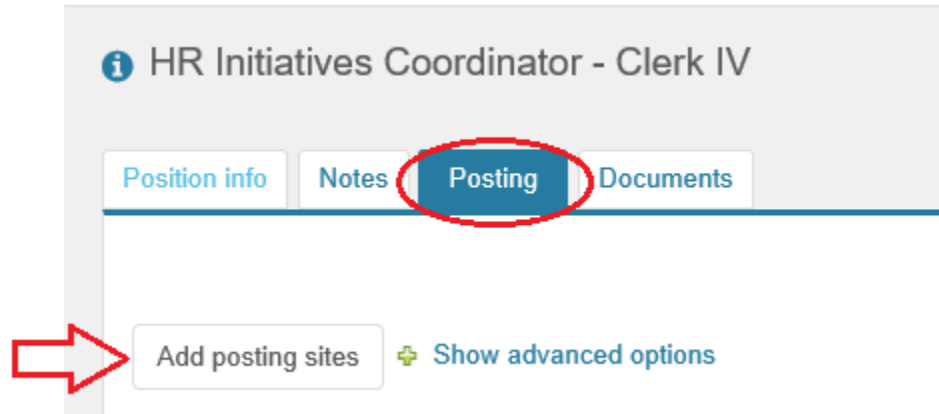


## Creating a Hidden Posting

1. Open your requisition. Click on the posting tab, then click “Add posting sites.”



2. Click on the “Amherst” Sourcing Channel. Place a check mark in the adjacent box.
3. Complete all fields including: Opening Date, Closing Date (if applicable), Working Title/Posting Title, Summary, Text to Appear in Job Ad, Search Categories and Application form (Locations and Work Types fields should be pre-populated with information from your requisition).
4. Place a check mark in the box titled “Hidden job (only visible when searched for by job number)”
5. Click “Submit” (see screenshot on page 2).

Please note: Talent Management will continue to create hidden postings for Temporary (“03”) and Non-Exempt positions.

Sourcing channels: Amherst

System  
Career Page

Amherst

Get more job boards...

Opening date: \* Aug 24, 2018 at 9 : 00 AM Eastern Standard Time

Closing date: Dec 7, 2018 at 4 : 15 PM Eastern Standard Time

Working Title/ Posting Title: \* HR Initiatives Coordinator - Clerk IV

Summary: \*  
The HR Initiatives Coordinator (HRIC) acts as both an executive assistant and project manager to assist the Associate Vice Chancellor of HR in their efforts to promote HR as a strategic campus partner. The HRIC will provide executive administrative support to various HR strategic initiatives.

Design template: Default

Text to appear in Job Ad: \*

**B I U**

**About UMass Amherst**

UMass Amherst, the Commonwealth's flagship campus, is a nationally ranked public research university offering a full range of undergraduate, graduate and professional degrees. The University sits on nearly 1,450-acres in the scenic Pioneer Valley of Western Massachusetts, and offers a rich cultural environment in a bucolic setting close to major urban centers. In addition, the University is part of the Five Colleges (including Amherst College, Hampshire College, Mount Holyoke College, and Smith College), which adds to the intellectual energy of the region.

**Job Summary**

Under the general direction of the Associate Vice Chancellor for Human Resources, the HR Initiatives Coordinator (HRIC) acts as both an executive assistant and project manager to assist the AVC in their efforts to promote HR as a strategic campus partner. The HRIC will provide executive administrative support to various HR strategic initiatives.

**Essential Functions**

20016

Include video:  Yes  No

Application form: \* Amherst Non-Exempt



Hidden job (only visible when searched for by job number)