



## **ArcticInfo Announcement Submission Checklist: Positions**

### **Submitter Details**

Your contact information in case we have questions. This information will not be included in the announcement.

- Full Name
- Email Address

### **Contact Person or Website**

The contact person or website that should be included in the announcement.

- Full Name
- Organization
- Phone
- Email
- Website

### **Position Particulars**

- Title (graduate student, PhD, postdoc, professor, other, etc.)
- Field (glaciology, biology, administration, management, etc.)
- Name of Organization
- Affiliated Research Project or Program (if applicable)
- Location (city and state, or city and country for non-U.S. listings)
- Type (permanent, full-time, part-time, fixed-term w/ duration, etc.)
- Deadline for Application or Review (or note 'open until filled')
- Position Start Date (if applicable)
- Position open to both non-U.S. and U.S. applicants (note that most positions posted to ArcticInfo should be open to U.S. applicants)

### **Position Details**

- Abbreviated Position Description
- Application Procedure and Related Deadlines
- Website/URL with Full Position Description