



Job Posting Template

Opportunity Title (How it will be displayed on the job board): _____

Gray Job Title (Official position titles from approved list): _____

Company: _____ **Station:** _____

Location: _____ **Station:** ___ **Bureau:** ___ **Remote (Permanent):** ___

Department: _____ **Sub – Department:** _____

Number of Available Open Positions: ___ **Will this job need to be continuously listed as open?** Yes ___ No ___

FLSA Type: Salaried: ___ Hourly: ___ **Schedule:** Part-Time: ___ Full-Time: ___ **Employee Type:** _____

Hiring Manager: _____ **Supervisor:** _____

Onboarding Owner (Office Manager): _____ **General Manager:** _____

Short Description (Two – Three sentences used for short summary of job. Allows applicants to use search words)

About Gray Television: CORP HR will Provide

About Station:

General Responsibilities:

Qualifications:

Additional Info: EEO/Harassment statement that CORP HR will provide