



# Job Posting Template

Submit completed form to [Jobs@gray.tv](mailto:Jobs@gray.tv)

**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