

JOB ADS

If you need help using the template or have any questions, please see someone in the Editorial or Graphics group.

Remember to apply styles throughout your document. Refer to the [Getting to Know the Process](#) section of this guidebook to make sure that you are applying them correctly.

USING THE JOB AD TEMPLATE

- Download the letter template from our intranet site (<https://intranet.ctps.org/templates-home>) to ensure that you are working with the most up-to-date template. Rename your document according to the CTPS file-naming protocol. ([See How Should I Name My Document? on page 10.](#))
- The job ad template is required for each new position to ensure that all job postings are consistent throughout the agency.
- Similar to our other products, job ads will need to go through the Editorial process before posting to the website.
- If you have any questions about information needed for completing the job ad, refer to Human Resources.

PREPARATION FOR EDITING AND POSTING

- Make sure that Track Changes is always turned on during the editing process of your draft. Editorial will turn off Track Changes when your document is finalized.
- A final version is sent to a member of the Human Resources team.

[Insert Job Title Here]
Boston Region Metropolitan Planning Organization
Central Transportation Planning Staff

Description

The Central Transportation Planning Staff of the Boston Region Metropolitan Planning Organization seeks a *[job title]*. *[Describe role here.]*

Responsibilities

[Describe responsibilities here.]

Qualifications

While the following sections describe required and desirable qualifications, candidates who believe that their particular experience and skills fulfill the requirements are encouraged to apply.

[Describe qualifications here.]

Compensation and Benefits

This is a full-time position and the starting salary range is [\$x - \$x] annually, contingent upon qualifications and experience. The agency offers excellent Massachusetts state employee benefits; a flexible, supportive work environment; and a commitment to ongoing professional development.

or (select one)

This is a [part-time *or* full-time] position and the candidate will work [x-x] hours per week during typical business hours. The pay rate is [\$x-\$x] per hour, contingent upon qualifications. The agency offers excellent Massachusetts state employee benefits; a flexible, supportive work environment; and a commitment to ongoing professional development.

or (if selecting this paragraph, delete “and Benefits” in the header above)

This is a per diem position and the candidate will work [0-x] hours per week during varied hours. The pay rate is [\$x-\$x] per hour, contingent upon qualifications.