

Academic Research Job Family (ARJF) Postings on AcademicJobs

The Faculty Resources Office (FRO) has had great success using AcademicJobsOnline (AJO), a recruitment and application management system, for all of our faculty recruitment efforts at SPH. We recently had similar success using this system to facilitate the recruitment of postdoctoral associates.

Accordingly, we are making AJO available to SPH faculty for use in the recruitment of positions in the **Academic Research Job Family** (ie Research Fellows, Postdoctoral Fellows, Postdoctoral Associates, Senior Postdoctoral Associates, Research Scientists, and Senior Research Scientists.)

Importantly, AcademicJobs is not available for Non-Academic Support Positions such as Research Assistant, Research Coordinator, Project Manager, Data Analyst, and Data Scientist. These positions are hired through BU Human Resources following the process detailed in the **Staff and Operations Handbook**.

Benefits of Posting in AJO

- Greater visibility of job postings to potential applicants than traditional networking
- Free and easy for applicants to navigate
- Reduces administrative work and email volume for hiring managers and search teams. All application materials are collected in a central location and can be accessed by all committee members.
- No cost to SPH departments. Posting costs are covered centrally.

Posting a Position on AJO

Faculty hiring managers should work with their Department Administrator (DA) to draft a job posting that should include job responsibilities, qualifications, potential start date, and any other information specific to the role. The DA and faculty hiring manager can then send the posting to the Faculty Resources Office at sphfro@bu.edu. FRO staff will also need the following information:

- A list of required application materials - typically a cover letter, CV, and names of 3 professional references. To reduce barriers to applicants, we recommend waiting to collect letters of recommendation from finalists.
- Closing date for the position, or if position should be open until filled with no end date, please indicate that.
- Name and email of the faculty hiring manager for the position.
- Name and email of contact person for the position, if different from the faculty hiring manager

- Name and email of any faculty or staff that should be able to access the applications in AJO.

Once the position is posted, the FRO team will send you a confirmation email, link to the job posting, and updated position description reflecting the AJO link.

Advertising Your Position

We strongly recommend that you also post the position to the BU Human Resources Job website, which will then automatically post to several job boards including Indeed and the Diversity Trio Group. To post, the DA or faculty hiring manager should complete a [courtesy posting request](#). You may also consider posting to other professional job boards that align with your discipline, though many require a fee to do so. All posting fees must be covered by the department or faculty discretionary funds.

Using AJO for Candidate Selection

The FRO team will create AJO accounts for all faculty and staff assisting with the selection process. Users will receive an automated email from AJO requesting they set up an account.

Once logged in, the “list” tab in the top right corner of the AJO homepage will allow faculty and staff to see all applicants. Since applicants may update their materials (i.e., add new publications to a CV, update references), it is best practice to review all materials directly in AJO.

****Application materials are considered confidential personnel files.** They should not be shared outside of the selection committee or stored on personal computers.**

We recommend using your BU email to communicate with candidates rather than the email function within AJO. Functions like applicant status and personal notes may be used if they are helpful to the recruiting team but are not necessary for functionality.

Closing a Job

The DA and/or faculty hiring manager should keep the FRO team updated and BU Human Resources on the status of their posting. If a position fills quicker or slower than expected, the closing date can be adjusted as needed. Courtesy posting on BU Human Resources job website remains active for 3 months, unless otherwise informed.

When a position is ready to be closed, it will be moved to the AJO archives. The position will no longer be visible to outside applicants or to the hiring team, but all previous applicants are archived in the system for 3 years (in case it may be useful for future postings).