

## **Guidelines for Web Listing of CU Job Openings**

NJCUL is happy to post job openings at New Jersey credit unions for its member credit unions. In order to post as many job listings as possible for our member credit unions, we ask that you please limit your listing to 250 words or less. Please also include a link to your credit union's Web site and a link to the listing of the specific job opening on your site (if available) for further reference.

Job listings should include:

- Job/position title
- Overview of job/responsibilities
- Education requirements
- Experience requirements
- Email or phone number for contact person/HR department

Contact Mary Zelinsky at [mzelinsky@njcul.org](mailto:mzelinsky@njcul.org) to have your job opening posted and if you have any questions. All jobs will be posted for three months.

**Please note:** All postings will remain on the League's Web site for three months. If we do not hear from you after the three-month period, we will automatically remove the posting upon the three-month cut-off.

Please let us know if the position has been filled before the end of the three-month period.

**Non-Members:** New Jersey credit unions not affiliated with the New Jersey Credit Union League can have their job opening posted to the League Web site for a fee of \$25. The job opening will be included on the site for three (3) months. Job openings may be reactivated for an additional three (3) months for an additional fee of \$25.

Thank you!