

Job Requisition Flexible Work Arrangement Verbiage

When creating a job requisition for a **staff** position, of which a Flexible Work Arrangement (FWA) may be considered, please include a description of the specific FWA in the job description. The following are examples that may be used to describe the FWA arrangement.

FWA examples:

- This position offers a flexible work arrangement that combines remote and on-campus work. Questions related to flexible work should be directed to the hiring manager during the interview process.
- This position has the potential to be performed fully remote or as a hybrid of remote and on-site working.
- The location of this position is flexible and can operate fully remote within the United States, fully in-person at X Campus, or in a hybrid model of both in-person and remote. Standard working hours are in the eastern time zone.
- The position is based at X Campus; however, flexible work arrangements, such as remote or hybrid work opportunities, may be considered.
- This position will work fully remote.