# How to list your Job Vacancy on the ASI Website

**We are able to post vacant position/s for members on the ASI website free of charge.**

**To expedite this process, please send the following details through using this Word document as a template and email to** [**admin@immunology.org.au**](mailto:admin@immunology.org.au) **.**

Job Title: {Position title - Lab Name} eg Senior Research Officer - Immunology in Cancer

Company Name: {University of X}

## Close Date:

Position Type: Freelance / Full time / Internship / Part Time / Temporary / Casual

Location: {City, State, Country}

Application URL: {The url for this ad listed on another website, eg on your university website}

Category: Admin, Research, Technical

Contact Name:

Contact Email:

Contact Phone:

Job Description: {Headings such as 'About the lab’, ‘Role Purpose’, ‘About you’, ‘How to Apply’, etc}. See the examples currently on website [here](https://www.immunology.org.au/jobs/).

Required Skills: {Qualifications, experience, etc}.