Submitting an Ad in the University of Idaho Daily Register

Search for the Daily Register on the University of Idaho Website:

Or go to the following web address: https://www.uidaho.edu/news/submit  Type the Position Title into the “Title” box:

Title: *

HR Assistant

Copy the position summary of the posting into the “Contents Box:”

Contents: *

The HR Assistant will provide support to the operations of the Human Resources department while also providing customer service to the university community.
For more information and to apply:

After the position summary, add “For more information and to apply:” and then copy the posting link:

Contents: *

department while also providing customer service to the university community.
For more information and to apply:
http://uidaho.peopleadmin.com/postings/16029
The posting link can be found on the Posting Details page of the posting under “Posting Information” and directly under the “EEO Statement:”

![EEO Statement](http://uidaho.peopleadmin.com/postings/10029)

Fill in the rest of the submission form with the Type of news/event – Job Opportunity, your name, email address, and submit:

- **Type of news/event:**
  - [ ] Faculty or Staff Announcement
  - [x] Job Opportunity
  - [ ] Acknowledgments and Kudos
  - [ ] In Memorium
  - [ ] My UI - Student Newsletter

**Special Requests (Not for publication):**

**Submitter Information:**

- **Your Name:** Tammy Smith
- **Your Email Address:** smith1@uidaho.edu

For questions about submissions or help using this web form, [contact UCM](mailto:contactUCM) or call 208-885-9156.