

Suggested Formatting for Position Advertisements:

LONG FORM

Arkansas State University

Unit/Department/Site Location

Arkansas State University is an Equal Opportunity/Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff.

(Position Title/Rank) In support of this commitment, the xxx Program/Department of xxx invites applications for the position of

(Qualifications) Qualifications include....

(Duties/Responsibilities) The position will serve, provide.../The successful candidate will be expected to... or will have previous experience which supports the potential to establish....

(Appointment Period/Salary) This position is a x-month appointment, beginning.... The salary range is....Salary will depend upon qualifications and experience....

(Application Materials Requested May Vary) Send a letter of application, resume and a list of three references, which includes the address, phone number, e-mail and fax number to: xxx; OR Electronic submission of application materials should be sent as an MS Word e-mail attachment to: xxx.

(Screening) Review of applications will begin immediately xxx and continue until the position is filled or....

SHORT FORM

This introductory statement should also be incorporated into short, one-paragraph ads, both print and on-line:

Arkansas State University is an Equal Opportunity/Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. In support of this commitment, the Department of....