SAMPLE POSITION VACANCY ANNOUNCEMENT

This resource is provided to support best practices in job announcements and is intended to be used as a template. Best of luck in your search!

NOTE: Title, basic position description, minimum qualifications, application procedure, screening date, and EEO statement are required elements for ads.

ACADEMIC DEPARTMENT/UNIT

POSITION TITLE

POSITION: Description of duties and responsibilities

QUALIFICATIONS: List of minimum qualifications; additional job-related qualifications considered desirable or preferable

[CAUTION: The list of qualifications will be considered mandatory and exclusive in hiring, e.g., an ABD candidate cannot be hired if the announcement asks for a person with a doctorate.]

APPLICATION PROCEDURE: How to apply online and what materials must be included before the individual can be considered an applicant. (Consider, for example, whether transcripts or reference letters are needed at the time of application).

APPLICATION DEADLINE: “Preference for applications received by (30 days)” or “Applications will be reviewed starting (30 days) and continue until a suitable candidate is hired”

[CAUTION: If an absolute end date is used, no late applications may be accepted]

APPLICANT-CENTERED TEXT: Information about institution, location, diversity practices, policies (e.g., parental leave), or anything else that might be attractive to the expected applicants.

[University/Institution] is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are likewise committed to this goal and our core campus values of respect, responsibility, discovery and excellence.

An Equal Opportunity/Access/Affirmative Action/Pro Disabled and Veteran Employer. To request ADA accommodations, please contact [name or title] at [contact information]

Source: University of Missouri