All job advertisements at UA should contain the following:

- Job title
- Description of job
- Required and preferred qualifications as specified on the Search Plan
- Outline of ideal candidate profile (expressed in second-person)
- Appointment details: (9month, 12month, part-time, full-time, regular, temporary)
- Reporting structure
- Faculty positions should include tenure information (tenured, tenure eligible, not eligible)
- List of materials needed from applicants
- Where to send applications and other materials
- Deadline for receiving applications
- Statement reflecting how department is committed to diversity
- Boilerplate information for online advertisements provided by Human Resources
  - Description about UA, its culture, benefits offered, type of work environment, location
  - The University of Akron is an equal education and employment institution.

Tips to Consider:

- Design the advertisement so that it is easy to read.
- Use bullet points and short bite-sized paragraphs when possible.
- Use language that your reader uses.
- Avoid words that could be discriminatory.
- Incorporate things that are new, innovative, exciting, challenging about the job.
- Highlight major points of pride about the department.
- Identify level of position (junior, intermediate, senior?)
- Reflect inclusiveness by including dialogue that promotes diversity within the department.
- For advertisements seeking international candidates, contact HR’s Office of Employee Immigration Services at x6583.

Can’t afford to purchase space for a lengthy advertisement?

Write an ad that functions as a signpost to direct the applicant to a UA website URL that contains more lengthy documents and websites of interest.