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: 9-month, 12-month, etc.; part-time or full-time; regular or temporary; etc.
- Reporting structure
- If faculty position, ad should include tenure information (tenured, tenure eligible, not eligible)
- List of materials needed from applicants
- Where to submit applications and other materials
- Deadline for receiving applications
- Statement reflecting department’s commitment to diversity
- Boilerplate information for online advertisements provided by Human Resources
  - Description about The University of Akron, its culture, benefits offered, type of work environment, location, etc.
  - 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 discriminatory language.
- Highlight aspects of the position that are new, innovative, exciting, and challenging.
- Highlight major points of pride about the department.
- Identify level of position: junior, intermediate, senior, etc.
- Reflect inclusivity by including dialogue that promotes diversity within the department.
- For advertisements seeking international candidates, contact HR’s Office of Employee Immigration Services at x7090.
- 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.