TEMPLATE FOR ABBREVIATED AD

This template can be used for all faculty and P&A searches. By using this template, you will not need to have UMD OEO (OEO) review the Ad. In consultation with the University International Student and Scholar Services, OEO has been informed that the following template language meets with the Department of Labor standards for an ad in a print national journal or print publication in order to be compliant.

Everything required for the Position Description/Announcement must be contained within the job requisition. If you desire a longer Position Description/Announcement, include it in the Notes/History section of the requisition, and submit to HR Pro for OEO’s review. Call OEO at 726-6827 or 726-6849 if you have any questions.

AD COPY

The ____________ (department/unit/school/college) at the University of Minnesota, Duluth has a __________ (full- or part-time, temporary/term, tenured, or tenure-track) __________ (title of the position) position available beginning __________ (start date). Job duties and responsibilities include teaching and research in the field of __________ (minimally list job duties or requirements). Essential qualifications include Ph.D. in the field(s) of ________, and (if applicable) _____ years of experience. The University of Minnesota requires that you apply online for this position. For a complete position description and information on how to apply online, visit http://employment.umn.edu/, and search for Job Requisition _____________. Complete applications will be reviewed beginning ________________ (review date – date must be at least three weeks from the appearance of your first on-line posting or published Ad).

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