

Basic Advertisement Language

Position Title/Location:

Ex: Web Services Manager, Burns Telecom Center, MSU.

One to two sentences of primary duties (optional):

Ex: Primary responsibilities include: 1) Developing strategic goals for a website, 2) Creating guidelines and processes for web development/management 3) The day-to-day functions to maintain a site and 4) Working with staff to meet goals and evolving needs.

Refer to the website, do not indicate person or phone number as contact (This is on the website)

Ex: For complete vacancy announcement and application procedures go to <http://www.montana.edu/jobs.html>

Indicate deadline or screening deadline:

Ex: Deadline: July 19, 2010 **OR** Screening will begin on July 19, 2010.

MANDATORY LANGUAGE at end of advertisement:

ADA/AA/EO/Vet Pref. Employer

Sample advertisement would read as:

Web Services Manager

Burns Telecom Center, MSU-Bozeman. Primary responsibilities include: 1) Developing strategic goals for a website, 2) Creating guidelines and processes for web development/management 3) The day-to-day functions to maintain a site and 4) Working with staff to meet goals and evolving needs. For complete vacancy announcement and application procedures go to <http://www.montana.edu/jobs/> Deadline: July 19, 2010 ADA/AA/EO/Vet Pref. Employer