Writing Staff Postings

A well written job posting accurately communicates important aspects of a job and serves as an effective tool in the recruitment of an appropriate pool of applicants.

General Language Information:

- Use non-discriminatory language
- Don’t repeat information listed elsewhere such as job title or company information.
- Spell out number of year's experience.
- Use an active, present tense: avoid "s" or "ing" endings
- Eliminate jargon, abbreviations and unexplained acronyms or capitalizations.
- Capitalize University when it means UVM
- Use "oversee" rather than "supervise" when appropriate - only people are supervised.
- Use "chair" or "chairperson"
- May operate University vehicle on/off campus must be included in duties if driver's license is required for the position.
- Do not use higher degree preferred.

Posting Example

Job Overview: Provide a brief description of the main function and purpose of the position. Describe the unit/department service or focus and include the department website URL if appropriate.

Example: Coordinate general research initiatives and activities for a neuroscience functional and structural magnetic resonance imaging research program in Neurology (http://www.med.uvm.edu/neurology).

Typical Functions: Provide an overview of the responsibilities the position entails and the general scope of work. Generally describe the major functions of the position so that when the job seeker is finished reading this section they will have a mental picture of the type of work they will be doing. This information can be copied from the position description tab on PeopleAdmin. The text should be edited to exclude any details applicants need not know, such as the size of the department, or the information regarding percentages of work effort.

Example: Collect data and conduct subject testing using functional magnetic resonance imaging. Collaborate with Information Services to maintain imaging data servers.

Schedule imaging sessions, following study procedures, and maintain study records. Screen participants for study and work with imaging investigators to maintain and analyze data. Administer cognitive and behavioral testing to research subjects.

Assist study coordinators to ensure that study procedures are followed. Perform routine quality checks and audits.

Prepare, write, revise, and edit reports and related documentation.

Serve as primary liaison with other imaging staff and investigators within UVM, external agency and program representatives and collaborators.

Provide functional supervision of data maintenance staff and student research assistants.

Minimum Qualifications: Outline the education, experience and skills that are required for the position. Make sure to distinguish between the required skills (or standard minimum qualifications, including education level, number of years of experience and any certificates needed) and any “desirable” skills that are needed for the position, which may include communication skills, willingness to travel, ability to work in a team environment, organizational skills, etc. When listing “desirable” qualifications, be careful to consider how you may impact your applicant pool, as qualified individuals may decline to apply based upon their perception of what this information means.

Example: Bachelor's degree in related field and one to three years clinical research experience required. Effective computer skills using MS Word, Excel and Internet required. Regular work with high-field research magnet required.