

Position Announcement Template

Department of _____

Appointment Type: Tenure-track
Rank and FTE expectations

Qualifications: Specify field and whether terminal degree is required. Explicitly identify minimum as well as preferred qualifications (e.g., post-doctoral experience).

Responsibilities: Specify range of responsibilities (departmental as well as institutional).

Application: Instructions on what needs to be submitted to complete an application and to whom the application materials are to be sent. Specify whether electronic applications will be accepted.

Deadline: Date screening of application will begin. (May also mention when interviews are expected to be held.)

Other Information: *[May vary depending on whether the position announcement is intended for posting on the college's web site or for distribution as a flyer.]*

- Description of department
- Brief description of St. Olaf College (e.g., see the first paragraph of the college's Recruitment Statement).

You must include this sentence (as it is written):

A liberal arts college affiliated with the Lutheran Church (ELCA), St. Olaf College is an affirmative action/equal opportunity employer and values diversity in its students, faculty, and staff.