

Position Announcement

Why is this important?

The position announcement is the first contact a potential applicant makes with Kansas State University. It includes information from the job description and requirements of the job and it should be accurate, simple, and catchy.

Position Announcement template

The template for the position announcement found in the Job Summary section in the Position Description, below the text box.

*** Click [HERE](#) for the Position Announcement Template ***

The template will open as a word document. Once ready, copy and paste into the Position Announcement Section.

If the Position Announcement was not created during the Position Description process, the template is also located in the Job Summary section of the Requisition.

Writing a Position Announcement

Word Choice:

- Avoid acronyms or jargon.
- Action words work best when describing responsibilities.
- Proofread the position announcement to avoid spelling and grammar errors.

Length:

- Be brief. Choose only the most significant information to highlight.
- Keep the announcement short to increase mobile-friendly applications.
- Use bullet points for qualifications and summarize the most relevant responsibilities.

Additional information about tips for writing a position announcement is found [here](#).

For more information on best practices, contact your [Talent Acquisition Strategic Partner](#)

Hiring Highlight



At K-State, 1,731 mobile applications were submitted for 2019. Keep your announcement short and concise to attract mobile users.

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