

OWU Job Posting Template

Ohio Wesleyan University, a selective, private, undergraduate liberal arts, residential institution founded in 1842 and located just 20 miles north of Columbus, is seeking candidates for the position of _____. This is a _____ (salaried/hourly), _____ (Full time/Part time) position with benefits (if applicable)

In developing the job posting, be clear in describing the position and requirements in order to broaden the applicant pool. Focus on transferable skills to help widen the appeal to potential applicants.

About the candidate:

Describe the background, work experience, professional skills that you are looking for in the candidate. (Usually three or four sentences)

About us:

Describe your department and the working conditions for this position. Let the candidate know what is appealing about working in your department. (Usually three or four sentences)

Job Summary:

Include an introductory job overview info here (usually five to six sentences)

Responsibilities and duties:

Describe key job responsibilities here (five to six bullet points)

Factors contributing success:

Place minimum and preferred qualifications text here

Completed application packets will include:

- 1) Cover Letter with salary requirements.
- 2) Resume or Curriculum Vitae.
- 3) References will be requested for top candidates.
- 4) Application review will begin immediately and will continue until the position is filled.

WHAT WE OFFER:

Ohio Wesleyan University offers a rewarding place to work! To discover why this should be your next work home, visit [our website](#). Learn more about our benefits at [Discover our Benefits](#). As an equal opportunity institution, OWU has a commitment to diversity, equity, inclusion, and anti-racism. We do not discriminate on any basis including: race, religion, color, culture, national origin, sex and/or sexual orientation, gender, gender identity and/or expression, age, marital status, veteran status, disability status, economic barriers, or any other legally protected factor.