

Search Ad Template

Contents

- invitation to apply
- description of the position (type of appointment, rank, duties, etc.)
- qualifications that are required for the position (measurable)
- qualifications that are preferred but not required
- listing of the required contents of an application (evidence of qualifications)
- deadline or full consideration date for applications (no less than 4 weeks after the search is approved)
- instruction to apply online at <http://jobs.geneseo.edu>
- address for any supplementary material such as letters of recommendation
- the following statements:

The College strives to provide a diverse learning environment in which to prepare students for an increasingly multicultural society and interconnected world. For further information about SUNY Geneseo, please see our home page at: <http://www.geneseo.edu>.

SUNY Geneseo is an affirmative action/equal opportunity employer committed to recruiting, supporting, and fostering a diverse community of outstanding faculty, staff, and students. Women and members of minority groups are strongly encouraged to apply.

(please see the example below_

Example

The SUNY Geneseo Department of Astrology invites applications for a tenure-track position as Assistant Professor, beginning fall, 2013. Candidates must have received a Ph.D in astrology by August 20, 2013. OR: We prefer candidates with a PhD in Astrology but will consider candidates in the final stages of PhD completion (ABD). The candidate must demonstrate interest and potential for excellent teaching throughout our undergraduate curriculum. The candidate must also demonstrate the ability to establish a high quality research program involving undergraduates. Although all areas of specialization will be considered, preference will be given to candidates who would allow the Department to expand the diversity of its course offerings. The successful candidate will teach Introduction to Astrology, a first-year writing seminar on a topic of the candidate's choosing, and intermediate- or upper level courses in his/her area of specialization.

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To apply, submit an online faculty application at <https://jobs.geneseo.edu> and attach a cover letter, vita, and evidence of teaching effectiveness. Applicants should arrange for three recent letters of recommendation to be sent directly to: I. C. Stars, Chair, Department of Astrology, Bailey 100, State University of New York College at Geneseo, 1 College Circle, Geneseo, NY 14454. To ensure full consideration, complete applications should be received by December 7, 2012. Review will continue until the position is filled. All applicants are subject to criminal background checks.

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