

Abbreviated Sample Advertisement

POSITION IN BOLD / ITALICIZED – DATE POSTED

WAKE FOREST UNIVERSITY's School / Department of _____ is seeking ...(what kind of a candidate are you searching for, job description, skills needed...etc)

For additional information about the School / department, go to WEBSITE ADDRESS.

Located in Winston-Salem, NC, Wake Forest University is a private, coeducational institution with a student-faculty ratio of 10:1. Ranking among the top thirty national universities, it offers a vibrant intellectual community with a rich cultural life, an impressive array of facilities and an active athletics community. For quick facts about the University, go to <http://www.wfu.edu/visitors/quickfacts.html>. For quick facts on Winston-Salem, go to <http://www.cityofws.org/Home/DiscoverWinston-Salem/Articles/CityInformation>.

DETAILS ABOUT THE APPLICATION PROCESS...materials required, deadline, contact information, etc

Wake Forest University welcomes and encourages diversity and seeks applications and nominations from women and minorities. It seeks to recruit and retain a diverse workforce to maintain the excellence of the University, and to offer students richly varied disciplines, perspectives, and ways of knowing and learning.