



## Diversity and Inclusion

### Tips for Designing a Strong Position Description and Advertisement/Announcement

The position description and job announcement and/or advertisement articulate the education, qualifications and skills needed to perform the job. These documents should describe the position and serve as an initial means of marketing the position to prospective applicants. Suggestions for creating a strong position description to increase the potential for yielding a broad and inclusive candidate pool (Sotello Viernes Turner, 2002) are:

- Define the position broadly taking into consideration what attributes, knowledge/scholarship, experience and disciplinary background are required to perform the job (there may be a variety of means by which a candidate might meet the needs of the position).
- Ensure that the description and announcement/advertisement strongly expresses the university's and/or unit's commitment to diversity and inclusion.
- Identify the degree, experience, training, expertise, etc., a candidate must have to perform the job (individuals who do not meet minimum requirements may not receive further consideration for the position).
- Include a qualification that speaks to the candidate's ability to work effectively with diverse groups of students, faculty, staff and/or community members (adding the required Equal Opportunity statement to the end of a job description/announcement without additional references to a commitment to diversity and inclusion can unintentionally communicate a low level of commitment to diversity and inclusion).
- Where appropriate, label qualifications *preferred* instead of *required*; use *should* instead of *must*. Preferred education and qualifications can be used to identify candidates who have qualifications above or beyond those that are required.