**Tips on Writing the Position Announcement**

A position announcement should be welcoming and inviting and signal to a broad range of prospective applicants that UNO is an inclusive campus community where diversity in thought, background, and experience is valued. It should vividly speak to UNO’s metropolitan mission and the opportunities associated with the position to contribute to an inclusive and equitable campus community.

On the following pages are four position announcements that provide examples of …

* Providing an overview of the position including the title, department, description of position (i.e., teaching, research expectations), and start date.
* Sparking interest in the department by bringing it to life for the prospective applicant and making them want to learn more. The ads describe the department in dynamic terms and as places engaged in intentional work geared toward supporting students and making a difference in the community. Some also include a description of the department as a place that values diversity and diversity-related work on multiple levels (e.g., in the curriculum, in pedagogy, in outreach to students and/or communities, in research).
* Signaling that UNO is deeply committed to its metropolitan mission and to diversity, equity and inclusion. Some include information about UNO’s diverse student body (e.g., first generation learners, international students, military and veteran students, adult learners) and how we strive to meet the needs of our students and prepare them to be successful in the workplace of today. Others share information on UNO’s metropolitan mission and what it means for teaching, research, and engagement opportunities.
* Several ask candidates to address how they support diverse learners or foster an inclusive and equitable environment through their teaching or research statements.
* All include required position announcement elements: position title, rank, home unit, date on which application review begins, start date for the position, required qualifications and how to apply, and the university approved EEO statement

**Sample 1 – Assistant/Associate Professor, Multimedia Journalism**

The School of Communication at the University of Nebraska as Omaha (UNO) seeks to fill a tenure-track position in multimedia journalism with an anticipated start date of August 17, 2020. This position will play an important role in advancing the School’s commitment to preparing students for careers in multimedia journalistic and promotional environments. Teaching is a primary responsibility and this position will teach both undergraduate and graduate courses in journalism and reporting as well as courses specifically related to multimedia communication. The ideal faculty member will also have experience in working with various media platforms to present news stories.

Required Qualifications: PhD (or terminal degree) in journalism or related field of study; experience with journalistic writing across various platforms (e.g., student writing for media outlets, advertising firms, etc.); record of teaching excellence in relevant areas (including as a graduate assistant); clearly defined research or creative activity agenda. ABD candidates will be considered, however, they must have the degree in hand before August 2020. Additional preferred qualifications include professional experience as a journalist, post-terminal degree teaching experience, and record of active research or creative activity program.

The School of Communication, within the College of Communication, Fine Arts and Media, offers a dynamic curriculum with opportunities for research, creative activity, and community service experiences in mass media outlets. With 37 full-time faculty (both tenure-track and non-) and approximately 350 undergraduate and 50 graduate students working towards their degrees, the School includes the Communication Studies and Journalism and Media Communication undergraduate majors and minors, the graduate program in Communication (with both the MA degree and graduate certificates in Communication, Human Resources and Training, and Technical Communication), amazing undergraduate and graduate students (many first-generation students coming from diverse backgrounds), nationally-recognized and award-winning radio station, forensics team, PRSSA chapter, and television studios. Our mission is to provide a student-centered, dynamic environment for these students designed to elevate, empower, and engage them to become skilled, ethical citizens and professionals who can excel in diverse local and global communities. Learn more [here](https://www.unomaha.edu/college-of-communication-fine-arts-and-media/communication/index.php).

Why UNO? The university and department have a strong commitment to diversity in its varied forms and to fostering an inclusive and welcoming learning environment where students, faculty and staff thrive and succeed. With a metropolitan mission, UNO serves a diverse student body with a large number of first generation college students and is also actively engaged with the community in myriad ways. [UNO](https://www.unomaha.edu/about-uno/mission.php) is both a metropolitan university of distinction and a Carnegie Doctoral Research institution. UNO transforms and improves the quality of life locally, nationally, and globally. The University and School of Communication have a strong commitment to achieving diversity among faculty and staff. The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment. UNO is a VEVRAA Federal Contractor and an E-Verify employer.

Apply online at: <http://www.unomaha.edu/humanresources/employment/index.php>. All applicants should upload a cover letter (discussing interest in the program) and curriculum vitae (including contact information for three references). In addition, a statement describing your teaching and research interests, course evaluations from the last 3 years (if available), and a portfolio are encouraged. Review of materials will begin in November 2019 and will continue until the position is filled.

**Sample 2 – Instructors, Interdisciplinary Studies**

The University of Nebraska at Omaha invites applications for five full-time instructors whose primary responsibility would be to teach sections of EXPL 1000, Introduction to Interdisciplinary Studies, and whose secondary teaching responsibility would be in a home disciplinary department. These are full-time, benefits-eligible, non-tenure positions renewable on an academic year basis contingent upon satisfactory performance, availability of resources, and the needs of the university. Workload would be 12 hours fall and spring semesters with the possibility of summer teaching.

Candidates should have a demonstrated commitment to working with first- and second-year college students exploring a wide array of academic major options. A candidate’s primary academic discipline can come from any of the natural or social sciences or the humanities, but ideally the candidate will have a strong academic background in or experience with interdisciplinary programs, pedagogies, and curricula. College-level teaching experience and knowledge of high impact practices (HIPs) is strongly preferred. While their primary responsibility would be to teach EXPL 1000, these instructors would also have opportunities to teach in their assigned home disciplinary departments. Requirements: earned doctorate in any collegiate discipline or in an interdisciplinary program; demonstrated teaching excellence; demonstrated success in working with the needs of first- and second-year college students, including those students from underrepresented groups.

With a metropolitan mission, UNO serves a diverse student body with a large number of first-generation college students and is also actively engaged with the community in myriad ways. For more information see <https://www.unomaha.edu/academic-affairs/faculty-support/che-ad-for-uno---may-2020.pdf> . The successful candidate will become part of a dynamic and growing program in the College of Arts and Sciences that is actively engaged with others colleges on the campus as well as community partners. The university and college have a strong commitment to diversity in its varied forms and to fostering an inclusive and welcoming learning environment where students, faculty, and staff thrive and succeed.

The University has a strong commitment to achieving diversity among faculty and staff. The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment. UNO is a VEVRAA Federal Contractor and an E-Verify employer.

Candidates should upload a cover letter, CV, unofficial transcript, and a 1-2 page statement to the UNO HR website. The 1-2 page statement should 1) address the candidate’s teaching philosophy in interdisciplinary pedagogy and how the candidate has fostered success with first- and second-year college students; and 2) address the candidate’s philosophy on diversity, including but not limited to addressing the needs of students from underrepresented groups. Letters of reference should be mailed to …. Review of applications will begin on February 10, 2020, and continue until positions are filled.

**Sample 3 – Assistant Professor, Biomechanics**

The Department of Biomechanics at the University of Nebraska Omaha (UNO) seeks faculty candidates for a tenure-track faculty position in cardiovascular biomechanics. The anticipated start date is January 2021. At the time of hire, candidates should have a Ph.D. in Engineering Mechanics, Mechanical Engineering, Materials Engineering, Electrical Engineering, Biomedical Engineering, or closely related field, and excel in experiments, theory, and/or computational modeling. Specific areas of expertise include (but are not limited to) cellular and tissue biomechanics, constitutive and computational modeling, organ and cell culture systems, bioimaging, and cardiovascular devices such as stents, grafts, and catheters.

New hires are expected to develop a research project for the Cardiovascular Biomechanics COBRE within their first year. They are also expected to establish and maintain a world-class extramurally-funded research program and productive collaborations with clinical partners at the neighboring medical centers. Other duties include teaching courses in Biomechanics and related fields, supervising students and research associates, and providing departmental, university, and professional service. For full consideration, submit the following as a single PDF file: cover letter, CV, statements of research and teaching interests, contact information for three references, and specific aims for the project you would submit as part of the cardiovascular device-focused COBRE. Review of the applications will begin August 17, 2020 and will continue until the position is filled.

UNO’s Department of Biomechanics is one of the first academic departments dedicated to Biomechanics in the United States. It offers undergraduate, masters, and PhD degrees with concentrations in biomechanics, exercise physiology, motor development/control and physical activity. The Department has a strong focus on research, and 60% of its tenure-track and tenured faculty are currently PIs on federal grants, including 5 R01-funded investigators. Since its inception in 2016, the Department has grown to 15 tenure-track and tenured faculty who acquired over $30 million in federal funding. The Department occupies Biomechanics Research Building with 53,000 square feet of shared laboratory space, office, and collaboration space dedicated to translational biomedical research. The building is located within a two-mile radius of the University of Nebraska Medical Center and the Western Iowa-Nebraska Veterans’ Affairs Medical Center. Close proximity to these medical centers facilitates exceptional access to collaborating clinicians, patients, clinical data, and tissues. Biomechanics faculty enjoy access to a wide variety of equipment, and interactions with a diverse body of students from multiple NU campuses.

UNO is a vibrant, metropolitan university in the state’s largest city Omaha with an enrollment of approximately 15,000 students. In recent decades the campus developed as a more traditional residential university supported by several new and beautifully appointed residence halls. UNO is classified as a doctoral research university in the latest Carnegie Classification of Institutions of Higher Education and the Athletic program competes in NCAA division I. UNO also has the distinction of being one of the nation’s leaders in engagement and outreach with a 2015 Community Engagement Classification from the Carnegie Foundation. The campus is located in the heart of Omaha, a cosmopolitan city of more than 600,000 (1.2 million including the large Omaha metro area), which is known for its excellent public school system and strong economic base. The city is home to a number of racially, ethnically, and culturally diverse groups, and is characterized by myriad places to eat, live and shop.

UNO and Biomechanics Department are committed to diversity among faculty and staff. The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, height, weight, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment. With a metropolitan mission, UNO serves a diverse student body and is actively engaged with the community in myriad ways.

**Sample 4 – Assistant/Associate Professor, Theatre Scenography**

The University of Nebraska at Omaha’s (UNO) School of the Arts invites applications for a position grounded in theatre scenography with opportunities for interdisciplinary development, creative activity and collaboration across the school’s other disciplinary programs as well as in UNO’s School of Communication. We seek a colleague with a love of teaching and artistic creation, plus genuine interest in helping each student be their best by finding their own unique voice and way of giving back to the community. This tenure track position will be made at the rank of Assistant or Associate Professor, dependent on a candidate’s qualifications and previous experience.

UNO’s School of the Arts, comprised of Art and Art History, Theatre, and the Writer’s Workshop, is the only one of its kind in a 400-mile radius. Students anchor their learning in our excellent disciplinary programs, but also have opportunities to develop their full 360-degree artist by participating in all the school’s different areas of study. Poets are encouraged to take acting, actors encouraged to take screenwriting, scene designers to take sculpture, graphic designers to take creative nonfiction, and on and on. Finally, we are one learning community that is passionate about art-making, both on campus, in local professional partnerships, and with the various communities the make up the greater metropolitan area of Omaha.

Responsibilities include designing in a season of four productions alongside a team of other professional educators and designers, teaching, and engaging in various forms of outreach, as determined by a candidate’s professional history and expertise. Desired start is August 2020.

Required Qualifications: MFA in theatre design with demonstrated experience outside the academy in theatre as well as other creative endeavors. Preferred qualifications: Previous university-level teaching experience and membership in United Scenic Artists.

A vibrant, metropolitan university in the state’s largest city, the University of Nebraska at Omaha has an enrollment of approximately 15,000 students. In recent decades the campus developed as a more traditional residential university supported by several new and beautifully appointed residence halls. UNO is classified as a doctoral-research university in the latest Carnegie Classification of Institutions of Higher Education and the Athletic program competes in NCAA division I. It also has the distinction of being one of the nation’s leaders in engagement and outreach with a 2015 Community Engagement Classification from the Carnegie Foundation. The campus is located in the heart of Omaha, a cosmopolitan city of more than 600,00 (1.2 million including the large Omaha metro area, which is known for its excellent public school system and strong economic base. The city has a variety if sizeable ethnic populations and a myriad of interesting places to live and shop.

The University and School have a strong commitment to diversity in its varied forms and to fostering an inclusive and welcoming learning environment where students, faculty and staff thrive and succeed. Apply at: <http://unomaha.peopleadmin.com/postings/8775>.  Screening of applicants will begin immediately.  For information about UNO’s School of the Arts, please visit arts.unomaha.edu.