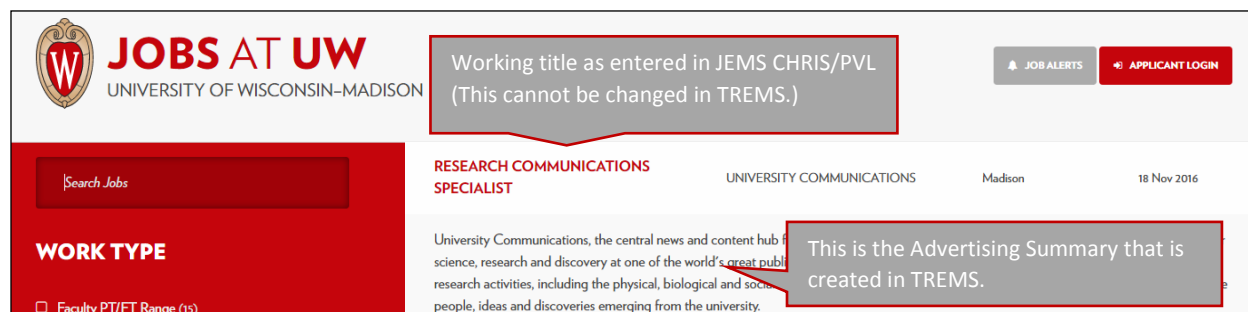


The working title that you designate in JEMS CHRIS or PVL and the Advertising Summary that you create in TREMS, are the elements that are first displayed to job seekers when they “Browse Jobs” on the jobs.wisc.edu website. Creating a brief, plain language description of the job should help you attract applicants that are a better match for the position.



Your advertising summary should highlight the main points of the job description. This may include a statement about the division, key responsibilities, critical education and experience requirements, and any other pertinent information (i.e. scheduling requirements, travel, etc). Determine your audience to best choose the tone you would like to set for your summary.

Example #1:

In this entry-level, full-time position at the School of Veterinary Medicine, you can expect to provide support to the Critical Care Unit and Emergency Services of the UW Veterinary Care (UWVC). Employees work with both small and large animal patients and are involved with decision-making responsibilities which may affect the outcome/quality of animal life.

Example #2:

This position in the School of Pharmacy is responsible for administering the admissions and registration processes, as well as providing secretarial support to the department director. A qualified candidate should have one to two years of experience in an academic support role.