

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.

The screenshot shows the 'JOBS AT UW' website interface. At the top left is the University of Wisconsin-Madison logo and the text 'UNIVERSITY OF WISCONSIN-MADISON'. On the right, there are buttons for 'JOB ALERTS', 'APPLICANT LOGIN', and 'SEND ME JOBS LIKE THESE'. A search bar on the left contains 'Search Jobs'. Below the search bar is a 'WORK TYPE' section with a checkbox for 'Faculty Full or Part Time (1)'. The main content area displays a job listing table with columns: POST, LOCATION, OPENED, and CLOSES. The listing is for 'EMPLOYEE LEARNING SPECIALIST' in the 'G SERV/HUMAN RES/TALENT MGMT' department, located in 'Madison', opened on '7 Aug 2017', and closing on '4 Sep 2017 11:55 PM'. A callout box points to the 'POST' column, stating: 'Working title as entered in JEMS CHRIS/PVL (This cannot be changed in TREMS.)'. Another callout box points to the job description text, stating: 'This is the Advertising Summary that is created in TREMS.' The job description text is: 'As the Employee Learning Specialist for UW-Madison’s Learning & Talent Development, you will support faculty and staff in support of their professional growth. You will teach classes and provide c...

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:

The Department of Computer Sciences is seeking an undergraduate advisor. Computer sciences advisors work with students whose undergraduate program prepares them to become analytical problems solvers with technical skills that are in high demand. The computer sciences advisors work with students in one-on-one advising appointments and during walk-in advising hours, group sessions, and at orientation. Advisors also work collaboratively with staff and faculty to administer undergraduate student services.

Example #2:

Do you enjoy working on campus and impacting thousands of students every day? The Division of University Housing is seeking an energetic and motivated candidate to join our Desk Services Team. The Desk Services Coordinator shares overall responsibility for the residence life desk services operation. This position has primary responsibilities for the administrative tasks and general supervision of the student staff on the Desk Services Team.

Example #3:

As the Conferences and Special Events Coordinator for UW-Madison’s Learning and Talent Development, your role is to create exciting and inspiring learning environments for faculty and staff, as they step away from their day-to-day work and continue their development. You will coordinate and promote conferences and special events that attract up to 500 participants each, and you are encouraged to try new ideas to enhance and grow the events. Join Learning and Talent Development – a motivated, passionate and high-spirited team - that works with campus departments and employees to create healthy, inclusive and engaging work environments.