

## External Advertising Template

### *Statement about WSSU*

Winston-Salem State University (WSSU), a historically Black, regional, comprehensive, liberal arts university is one of the 17 constituent institutions of the University of North Carolina. Located in the Piedmont Triad, the university enrolls over 5,500 students, employs more than 400 full-time faculty members, and offers more than 40 undergraduate programs, eleven graduate programs and two doctoral programs.

### *Statement about the Hiring Unit/Department*

This statement should be aligned with the mission statement of the academic department or hiring unit.

Diversity is at the core of WSSU's history, mission, and values. We understand the value of diversifying our faculty and pursue that standard of excellence by focusing our recruitment efforts to attract candidates with rich and varied backgrounds, scholarship, and experience.

### *Statement about the Position*

- Seeking to hire (position rank and specialty area). This is a (contract period (9, 10, 11, 12 month), tenure-track, non-tenure track, fixed term, clinical) position. Include the position number on the advertisement notice.
- Job Summary (include job responsibilities and expectations for teaching research, service)

### *Statement about Qualifications*

- Education requirements and preferences (include statement that degrees earned must be from a regionally accredited institution). If there are doctoral preferences, indicate any flexibility considerations.
- Experience requirements and preferences (use quantified years of experience for positions based on the rank being recruited)
- Scholarship requirements and preferences
- Licensure requirements and preferences if applicable

### *Application Procedure* - Include the following in application instructions:

- A statement that no paper applications will be accepted. Candidates must apply online at <https://jobs.wssu.edu>
- Include what is required to be attached for initial screening (CV, letter of application). Unofficial transcripts can be requested initially. Official transcripts should be requested only at the time of final candidate selection.
- Any additional items should be solicited from candidates further along in the screening process so that all applicants do not have to submit an abundance of information at initial screening. More information can be requested as final selection approaches.

- Include a closing date and a proposed start date
- Include contact information (search committee chair) for any candidate inquiries
- Any special instructions to applicants

*WSSU EEO Statement*

Winston-Salem State University is an Affirmative Action/Equal Opportunity employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability.