POSITION ANNOUNCEMENT TEMPLATE



Wilkes University invites applicants for a **[position or job title]** in the **[office/department/division/school]. [Provide a statement regarding the program/department, accreditation status, and its thrust or a noteworthy fact about the program or department].**

The successful candidate is responsible for **[describe the key duties of the position and the subject areas].** A **[state the degree and discipline]** required. The ideal candidate will have prior experience **[describe experience preference].** Salary is commensurate with qualifications and experience.

Wilkes University is an independent, comprehensive university dedicated to academic excellence in the liberal arts, sciences, and selected professional programs. The University has approximately 2,000 students at the undergraduate level and over 1,500 full time equivalent students at the graduate and first professional levels.

Its institutional focus is on developing strong mentoring relationships with each of its students and contributing vitally to economic development of Northeastern Pennsylvania. The University is located in Wilkes-Barre, Pennsylvania, a revitalized city that is located on the lovely Susquehanna River and is within two and one-half hours driving distance of New York City and Philadelphia.

To apply, visit <https://wilkesuniversitycareers.applicantpro.com/jobs/>. Please be sure to include a cover letter, resume or curriculum vitae and three references.

Wilkes University is constantly seeking to become a more diverse community and to enhance its capacity to value and capitalize on the cultural richness that diversity brings. The University strongly encourages applications from persons with diverse backgrounds. Wilkes University does not discriminate in its employment practices or in its educational programs or activities on the basis of race, color, national or ethnic origin, age, religion, disability, pregnancy, sex/gender, gender identity and/or expression, sexual orientation, marital or family status, military or veteran status, or genetic information.