

STAFF RECRUITMENT

Sample Advertisements

Short Ad Samples

- **Food Service Associate Manager** Dining Services at Washington State University - Pullman is seeking a full time Food Service Associate Manager. Responsibilities include: assisting in developing and maintaining operating policies and procedures, preparing budgets, equipment maintenance, maintaining inventories, managing personnel, directing and assisting in the production and delivery of food services such as catering. Candidates will possess a bachelor's degree in hotel/restaurant administration, business administration or closely related field and two (2) years of supervisory/management experience which include budgeting. Experience developing culinary programs for multi-unit operation and experience with CBORD or other food production software is highly preferred. Ability to have a flexible schedule and valid driver's license are required. To apply, visit www.wsujobs.com. WSU is an EO/AA Educator and Employer. (122 words)
- **Principal Asst- WSU** Req BA business or relevant & 4 yrs mgt exp. Duties: mgt budget/sprv staff/cnfdntl envrnmt. Salary: DOE. To apply visit, www.wsujobs.com WSU is an EO/AA Educator and Employer. (32 words)
- **Academic Coordinator** This position provides academic advising for prospective and current undergraduate and graduate students. Coordinates academic programs related to recruitment, retention, and graduation efforts. Position requires a Bachelor's degree and three (3) years of experience directly related to the duties and responsibilities specified. Preference for two years of experience in academic advising, or student personnel administration, or counseling, or education, or other related field. Salary DOE. Position closes XX/XX/XXXX. For full description of position requirements and to apply, visit www.wsujobs.com. WSU is an EO/AA Educator and Employer. (89 words)

Long Ad Samples

- **Assistant Director of Development** The College of XXXX, Washington State University, Pullman is seeking a full time Assistant Director of Development.

The position is part of the leadership and management team and is responsible for major gift fundraising and public/alumni relations. Duties include but are not limited to: Identify, qualify and solicit major gift prospects; develop systematic efforts to identify, solicit, steward, maintain and upgrade donors; collaborate with the Director to establish performance goals, priorities, and strategic plans; establish processes for referrals and collaborations with colleagues to best support donor relations.

Successful candidates are required to have a Bachelor's degree and four (4) years of progressively responsible relevant experience, which includes eighteen (18) months of full-time fundraising experience which includes demonstrated success of face-to-face solicitation of gifts of \$1000 or

more, mass market fundraising, event planning and management, donor stewardship, fund tracking and acknowledgements to donors. Fundraising experience at a comprehensive public or private research university or similar complex organization, experience with alumni/donor database applications and experience asking for major gifts of \$25,000 or more is preferred. Screening for this position will begin on XX/XX/XXXX, and continue until filled. To apply, visit www.wsujobs.com . WSU is an EO/AA Educator and Employer. (202 words)

- **Applicants Systems Analyst/Developer** This position is an Administrative Professional, full time position that is a member of a team responsible for developing, implementing, maintaining, and trouble-shooting web-based application systems for XXXX department and its departmental customers. These applications generally require database design and management and often support electronic commerce functions. This position will be primarily responsible for supporting the web-based business needs of XXXX Department. This position may require availability "on-call" during some weekend or evening hours during critical times of the year.

A Bachelor`s degree in information systems/computer science or a related field from an accredited institution and three years (3) of professional experience is required. Preferred qualifications include: experience in design, development, implementation, and maintenance of electronic commerce web-based applications using ASP.Net; experience in design, development, creation and maintenance of complex relational database applications using SQL and Microsoft SQL Server; experience with Windows NT/2000/XP/2003 Server systems administration in a multi-domain environment; experience supervising one or more subordinates in a technological environment; strong experience with system development life cycle and project management principles.

Salary commensurate with experience. To ensure consideration, applications must be received by XX/XX/XXXX. Application materials must include a letter of application addressing the required and preferred qualifications. Incomplete applications will not be considered, and successful completion of a criminal background check will be required of the successful candidate. To apply, visit www.wsujobs.com. WSU is an EO/AA Educator and Employer. (234 words)