Guide on how to write a good job advertisement – technical/administrative positions

*The guide includes tips on how to write a good job advertisement. You can also find examples of good job advertisements on the recruitment page for technical/administrative staff.*

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| **Heading (attention-grabbing – specific and engaging)**  The heading should be short, descriptive and precise, and must include the name or title of the job function.  Relevant applicants must be able to identify with the heading. Do not include the reference number in the heading, but rather in the section ‘Questions about the position’.  **Teaser/intro**  The heading is expanded with a short teaser/intro to the job, describing what the applicant can expect from the job. This text is automatically used for advertising in different media, e.g. Jobindex and LinkedIn.  Examples:  **Fundraiser**  Do you want to help researchers at Aarhus University obtain funding for and manage large, strategically important research projects, which ensure that Aarhus Universitet is a leading university, working with others to conduct excellent research and solve societal challenges? This will be your job as a fundraiser in the Research Support Office.  **Reliable administrative officer for staff administration tasks**  Do you have experience with staff administration tasks and enjoy working with people? If so, Aarhus University’s HR department may be the place for you. |
| **Your job responsibilities (or: Job description)**  If relevant, write a descriptive heading about the job – e.g. You will operate, develop and advise...  If a job profile and qualification requirements document has been completed this is used to describe the position. Consider which aspects of the job it is particularly important to highlight. What makes it attractive, and what aspects will interest the target group?  Describe the 5-7 primary and prioritised tasks in the job – not tasks which only crop up once in a while. You may find it useful to combine text and bullet points. Also describe the performance targets for the job. What targets should the employee achieve to be successful?  Also, consider whether there are special academic concepts, IT systems etc. to be emphasised in relation to the target group. |
| **Your qualifications (or: Qualifications)**  Include a descriptive heading about qualifications where relevant.  Describe the professional and personal qualifications, which are particularly important in connection with this position. Start with professional requirements and experience. It is a good idea to describe the 3-5 most important personality traits. Please be specific about the position and the tasks to be addressed. Make clear what is essential and what is desirable. |
| **Who are we?**  Provide information about the unit (number of staff, organisational structure, culture, values and tone, reporting relationship etc.) and link this to what the position/unit/AU can offer the applicant. Insert link to the unit’s website where applicable. |
| **Questions about the position (or: Further information)**  Enter contact information for the person or persons who can be contacted for further information about the position. Include information on when interviews are expected to be held. If relevant, state the date for any tests.  Example:  If you have any questions, please contact [position], [first name and surname], [telephone number].  Interviews will be/are expected to be held on [insert date(s)].  Insert job reference number: [000000] |
| **Terms of employment**  The position is [a permanent position/temporary/fixed-term position/etc.] for [number] hours per week. In case of fixed-term employment, enter the period of employment here.  The appointment and remuneration are subject to agreement between the Ministry of Finance and [collective agreement and any multi-union collective agreement].  Start date and place of work must also be specified. |
| **Deadline for applications**  This section is transferred automatically from the e-Recruitment system. |
| **Footer**  This section is transferred automatically from the e-Recruitment system. |