How to write a Beacon announcement

This is the format to use when writing announcements that will be published in the Beacon.

Please note: If the position you are advertising is a research assistantship, the applicant must complete CITI training. Please add the following to your ad in that case: Applicant must complete CITI training.

Please note: All announcements must state: Priority will be given to doctoral students.

Title: 16 pt. Tahoma bold, caps

Name of Department: 14 pt. Tahoma, upper and lower case

Body text: 11 pt. Tahoma

SAMPLE

TEACHING ASSISTANTSHIP

Department of Educational Policy, Research and Administration

10 hour/week teaching assistantship available for fall 2013 for EDUC 115. (Include number of hours per week, when assistantship begins, course name or number if applicable.)

Responsibilities include: assist with course preparation; lead discussion section with 35-40 undergraduate students; attend weekly meetings; provide feedback on students’ written work.

(Send as a run-on list of responsibilities rather than a numbered or bulleted list. Use semi-colons with a period at the end. Use lower case for the first word in each phrase in the run-on list.)

Qualifications include: excellent written and oral communication skills; excellent organizational skills; ability to work with various campus constituencies. (Send as a run-on list of qualifications rather than a numbered or bulleted list. Use semi-colons with a period at the end. Use lower case for the first word in each phrase in the run-on list.)

To apply, please send a resume to [concentration coordinator] at email address and [instructor of record]. (If there is a deadline, add it here.)