

Writing a Job Posting

Writing a good job posting is essential to attract qualified candidates and ensure you find the right fit for your unit. A well-crafted job posting should be clear, informative, and engaging.

- Avoid jargon that may confuse candidates.
- Define what is in it for the candidate (WIIFM)
- Provide a snapshot of a reasonable day to day, highlight the most important aspects of the job, such as its purpose, impact, and any unique selling points.
- List a few benefits or perks USC offers.

Remember that a well-crafted job posting not only attracts candidates but also helps set realistic expectations for both parties. It's a crucial step in the hiring process and can greatly impact your ability to find the right talent.

Example

WIIFM (The applicant)	Reasonable Day to Day	Perks
<ul style="list-style-type: none"> • Are organizational skills your superpower? • Do you love “making it all happen” while making it look easy? • Do you want to collaborate with a group of charismatic coworkers and take pride in the organization you support? 	<ul style="list-style-type: none"> • Adjudicates conduct cases and oversees the case management for University Housing conduct administrators. • Provides initial and on-going training, consultation and coordination of emergency action for the over 20 conduct administrators in University Housing. • Designs the training curriculum for Resident Mentors and tracks behavioral trends specific to residential communities. • Has autonomy and independent discretion and decision-making authority in the student conduct process, the decisions or recommendations in this capacity are routinely implemented. 	<ul style="list-style-type: none"> • Work-Life-Balance: Full-time pay with a 37.5 work week with occasional work-from-home options • Generous paid time off • An engaging and collaborative on-campus environment • Our location is next to the iconic UofSC Horseshoe, surrounded by amenities, so you’ll love where you work! • Opportunities for professional development.

What the Candidate Sees

Coordinator for Residential Student Conduct

- Are organizational skills your superpower?
- Are you passionate about contributing to the quality of students' growth and development, learning experience, and academic success?
- Do you possess the unique combination of creative and analytical skills?
- Do you love dynamic and challenging work?
- Do you want to collaborate with a group of charismatic coworkers and take pride in the organization you support?

Look no further! The Coordinator for Residential Student Success is the position for you!

Primary duties include:

Case adjudication and coordination which includes:

- Adjudicate reports of alleged student misconduct and academic dishonesty.
- Lead restorative justice program by training staff on restorative justice practices, facilitating restorative justice meetings and providing support to students and staff on conflict resolution strategies.
- Determine appropriate response and resolution to conduct matters and help to coordinate time sensitive actions.

Case Management which includes:

- Review housing conduct administrators' case resolutions to provide support and follow-up when inconsistencies and problems arise.
- Assist with the case management and tracking of unheard cases and overdue sanctions for housing conduct administrators.
- Lead laterally by cultivating relationships with housing staff members; build trust and respect; share vision and purpose; link actions with outcomes; and communicate consequences.

Training and Development which includes:

- Provide training for University Housing professional and paraprofessional staff regarding the student conduct process in collaboration with University Housing and Student Conduct staff members.
- Analyze and track trends of misconduct in residence halls and respond to identified problem areas by coordinating resources (Student Conduct, Law Enforcement and Safety, etc.) for programming and outreach to meet specific community needs.

Perks

- Work-Life-Balance: Full-time pay with a 37.5 work week with occasional work-from-home options.
- Generous paid time off.
- An engaging and collaborative on-campus environment
- Our location is next to the iconic UofSC Horseshoe, surrounded by amenities, so you'll love where you work!
- Opportunities for professional development.
- Eligible for enrollment in the Public Service Loan Forgiveness Program
- Working at a globally recognized, high-impact research university committed to a superior student experience.

<https://www.youtube.com/watch?v=BALBcUSl7ck>

Write your Job Posting!

WIIFM (The applicant)	Reasonable Day to Day	Perks