[Long Ad Example](#LongExample) | [Long Ad Template](#LongTemplate) | [Short Ad Example](#ShortExample) | [Short Ad Template](#ShortTemplate)

Use the following samples and template when creating a long and short advertising copies.

Once completed, attach the draft advertisement to the Posting Documents page in the Applicant Tracking module in Hootie’s Employee Recruitment, Onboarding, and Exiting System (HEROES). To access HEROES, log in through [TECHweb](https://techweb.oit.edu/).

**LONG ADVERTISEMENT EXAMPLE**

**Oregon Tech - Budget and Resource Planning Director**

Oregon Tech is seeking applications for a Budget and Resource Planning Director position in the University Development within the Office of the President. This is a 12-month, full-time position located on the Klamath Falls, Oregon campus. Oregon Tech offers competitive salaries with excellent benefits including comprehensive healthcare, a generous retirement package, and significant tuition discounts at the seven public universities in Oregon. The starting salary is commensurate based on experience and qualifications. The Director leads the department and is responsible for providing fiscal budgeting and planning functions for the University as well as advising the Vice President of Finance on a range of matters. **Responsibilities** encompass overall strategic planning, analysis and budget management of Oregon Tech’s and preparing internal and external financial and budget related communications and reports and include providing fiscal budgeting and planning functions for the University as well as advising the Vice President of Finance on a range of matters. Responsibilities also include overseeing the development of financial impact studies for the legislature, developing and recommending solutions involving budget and fiscal policy to executive staff, external government agencies, partner institutions as well as the Board of Trustees. **Required**: Bachelor's in business administration, public administration, business management, accounting, or related field; five (5) years’ progressive advanced level experience in finance or budget development; five (5) years' experience in higher education institutions, hospital or other complex organizations; AND experience with distributed electronic financial management systems. **Preferred:** Advanced degree in business administration, public administration, business management, accounting, or related field; ten (10) years progressively responsible experience in budgeting and planning. **How to Apply:** Initial review of applications will begin on December 1, 2018. Therefore, at the discretion of Oregon Tech, materials received after initial review date may not receive full consideration. To review the positing and apply, go to <https://jobs.oit.edu/>, complete the online application, and submit a cover letter and current resume. All qualified individuals are encouraged to apply. Please contact Hootie Owl, Search Committee Chair at [hootie.owl@oit.edu](mailto:hootie.owl@oit.edu) or 541.885.0000 for questions about this position. For more information on the Budget Office, visit <http://www.oit.edu/faculty-staff/budget-office>. Oregon Tech is an AA/EEO/Vets/ADA.

**SHORT AD ADVERTISEMENT EXAMPLE**

*For ad sources which charge per word and/or character.*

Budget and Resource Planning Director, Oregon Tech. Klamath Falls, OR. Required qualifications: Bachelor's in Business Administration, Public Administration, Business Management, Accounting, or related field; five (5) years of progressive advanced level experience in finance or budget development; five (5) years of experience in higher education, health care, or other complex organizations; and experience with distributed electronic financial management systems. To review the posting and apply, go to <https://jobs.oit.edu>. AA/EEO/Vets/ADA.

**LONG ADVERTISEMENT TEMPLATE**

**Oregon Tech – [TITLE] in [DEPARTMENT]**

Oregon Tech is seeking applications for a [TITLE] position in [DEPARTMENT]. This is a 12-month, [full/part]-time position located on the [main campus in Klamath Falls/Portland-Metro campus in Wilsonville/Chemeketa Community College campus in Salem], Oregon. Oregon Tech offers competitive salaries with excellent benefits including comprehensive healthcare, a generous retirement package, and significant tuition discounts at the seven public universities in Oregon. The successful applicant is expected to [DETAILS]. **Responsibilities:** [enter responsibility details]. **Required**: [enter qualifications listed in Additional Requirements in HEROES]. **Preferred**: [enter qualifications listed in Preferred Requirements in HEROES]. **How to Apply:** Review of application materials begins [DATE] [and will continue until position is filled]. To review the posting and apply, visit <https://jobs.oit.edu>. Complete the online application and submit a cover letter and current resume. Please contact [NAME], Search Committee Chair, at [EMAIL] or [XXX.XXX.XXXX] for questions about this position. All qualified individuals are encouraged to apply. For additional information about Oregon Tech and [DEPARTMENT], visit [www.oit.edu](http://www.oit.edu). Oregon Tech is an AA/EEO/Vets/ADA.

**SHORT ADVERTISEMENT TEMPLATE**

[TITLE], [DEPARTMENT], Oregon Tech. [Klamath Falls/Wilsonville/Salem], OR. Required: [enter qualifications listed in Additional Requirements in HEROES]. To review posting and apply, go to <https://jobs.oit.edu>. AA/EEO/Vets/ADA.