

## The College of Liberal Arts and Sciences Job Advertisement Template

### Paragraph #1 – Job Details

### Paragraphs #2 - #4 - Marketing language for the unit, The College, and ASU

#### About the <enter unit/center name here>

**(Sample)** SESE is a vibrant community that combines the strengths of science, engineering, and education to set the stage for a new era of exploration. Research in SESE includes, but is not limited to, the geology, geophysics, and geochemistry of Earth and other planetary bodies, exploration systems design and instrumentation, exoplanets, astrobiology, astronomy, astrophysics, cosmology, and Earth and space science education. A central part of SESE's mission is to develop and deploy new technologies that enable scientific exploration, building on half a century of ASU faculty, staff, and student participation and leadership in Solar System exploration. SESE maintains world-class shared facilities and expertise to support the development and operation of space missions. Current SESE participation includes leadership of the NASA Psyche asteroid mission, the Lunar Reconnaissance Orbiter Camera (LROC), thermal emission spectrometers on the Mars Odyssey, OSIRIS-REx, Lucy, and upcoming Europa Clipper missions, multiple SmallSats, and the Mastcam and Mastcam-Z imaging investigations on the Curiosity rover and Mars 2020 Perseverance rover, respectively. See <http://sese.asu.edu> for more information.

#### About The College of Liberal Arts and Sciences

The College of Liberal Arts and Sciences is the academic heart of Arizona State University, committed to improving communities on a local, national, and global scale. We support the professional development and growth of our faculty and staff in their cutting-edge research to advance these aims. Within The College, our faculty engage with a large, curious student body, guiding them as they grow into socially aware, critical thinkers and writers able to succeed in a wide range of careers and to address the challenges of the twenty-first century. Advancing the success of our students remains our top priority. To learn more about The College of Liberal Arts and Sciences, please visit <https://thecollege.asu.edu>.

#### About Arizona State University

ASU exemplifies a new prototype for the American public research university. As articulated in the [ASU Charter](#), ASU is a comprehensive public research university, measured not by whom it excludes, but by whom it includes and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural, and overall health of the communities it serves.

#### Essential Functions

The essential functions/duties for the role should be listed here in bullet-point format.

#### Required Qualifications:

- Qual #1 - A PhD (or terminal degree) in XXXX (include "by the time of appointment" if applicable)
- Qual #2
- Qual #3

- Qual #4
- Qual #5

#### **Desired Qualifications:**

- Qual #1
- Qual #2
- Qual #3
- Qual #4 - *Demonstrated commitment to working with faculty, staff, students, and communities to advance the principles of the ASU Charter*

#### **Application Instructions:**

The application deadline is <DATE>. Applications will continue to be accepted on a rolling basis for a reserve pool. Applications in the reserve pool may then be reviewed in the order in which they were received until the position is filled. Candidates will be asked to create or use an existing Interfolio Dossier to submit the following application materials: **<Enter required application materials here in bullet-point format for clarity>**

#### **Equal Employment Opportunity Statement**

A background check is required for employment. Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, protected veteran status, or any other basis protected by law. ASU's full nondiscrimination statement (ACD 401) is located on the ASU website at <https://www.asu.edu/aad/manuals/acd/acd401.html> and <https://www.asu.edu/titleIX>.

#### **Clery Act Statement**

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.