**Faculty Hiring Advertisement Samples**

In addition to the full advertisement within the online system (UNMJobs), hiring units can utilize the following formats with additional recruitment resources not supported by the online system. It is **required** that these modified advertisements include language to direct applicants to apply via UNMJobs, for example:

* “For complete details of this position and how to apply, please visit this website: https://unmjobs.unm.edu/ and reference Requisition#: XXXX.

You must also use an alternate EEO/AA statement, for example:

* "The University of New Mexico is an Equal Opportunity/Affirmative Action employer and educator."

Or

* "The University of New Mexico is an EEO/AA employer and educator.”

**Abbreviated Ad**

The University of New Mexico's (Department Name) will be (or anticipates) hiring or requests applications for (position title).

**Moderately Abbreviated Ad**

The University of New Mexico's (Department Name) will be (or anticipates) hiring or requests applications for (position title). Minimum requirements include: (Show all MRs).

**Complete Ad**

The complete ad includes: Minimum and preferred qualifications and information about UNM, our commitment to excellence and equity & inclusion, and New Mexico is recommended. UNMJobs advertisement is considered the full ad.