

The Advertising Summary that you create in TREMS is the element that is first displayed to job seekers when they “Browse Jobs” on the jobs.wisc.edu website. Creating a brief, plain language description of the job should help you attract applicants that are a better match for the position.

The screenshot shows the 'JOBS AT UW' header with the University of Wisconsin-Madison logo. On the right, there are buttons for 'JOB ALERTS', 'APPLICANT LOGIN', and 'SEND ME JOBS LIKE THESE'. A search bar is on the left. The main content is a table with columns: POSITION, DEPARTMENT, LOCATION, OPENED, and CLOSES. The first row lists 'EMPLOYEE LEARNING SPECIALIST' in the 'G/SERV/HUMAN RES/TALENT MGMT' department at 'Madison', opened on '7 Aug 2017' and closing on '4 Sep 2017 11:55 PM'. Below the table is a description: 'As the Employee Learning Specialist for UW-Madison's Learning & Talent Development, your role is to deliver exciting and inspiring training content for faculty and staff in support of their professional growth. You will teach classes and provide customized training to employees at all levels of their career, across'.

POSITION	DEPARTMENT	LOCATION	OPENED	CLOSES
EMPLOYEE LEARNING SPECIALIST	G/SERV/HUMAN RES/TALENT MGMT	Madison	7 Aug 2017	4 Sep 2017 11:55 PM

As the Employee Learning Specialist for UW-Madison's Learning & Talent Development, your role is to deliver exciting and inspiring training content for faculty and staff in support of their professional growth. You will teach classes and provide customized training to employees at all levels of their career, across

Your advertising summary should highlight the main points of the job description. This may include a statement about the division, key responsibilities, critical education and experience requirements, and any other pertinent information (i.e. scheduling requirements, travel, etc). Determine your audience to best choose the tone you would like to set for your summary.

Example #1:

Do you enjoy working on campus and impacting thousands of students every day? The Division of University Housing is seeking an energetic and motivated candidate to join our Desk Services Team. The Desk Services Coordinator shares overall responsibility for the residence life desk services operation. This position has primary responsibilities for the administrative tasks and general supervision of the student staff on the Desk Services Team.

Example #2:

As the Conferences and Special Events Coordinator for UW-Madison’s Learning and Talent Development, your role is to create exciting and inspiring learning environments for faculty and staff, as they step away from their day-to-day work and continue their development. You will coordinate and promote conferences and special events that attract up to 500 participants each, and you are encouraged to try new ideas to enhance and grow the events. Join Learning and Talent Development – a motivated, passionate and high-spirited team - that works with campus departments and employees to create healthy, inclusive and engaging work environments.

Example #3:

At University Recreation & Wellbeing, we practice what we preach. We work hard. We move fast. We aren’t afraid to fail, and we certainly aren’t afraid to stand out. We’re searching for two coordinators to join our Sport Programs team during a very exciting time for our Division--to assist in managing comprehensive intramural sports and sport club programs. With our recent rebranding behind us, we’ve set our sights on opening the Nicholas Recreation Center, a highly-anticipated \$87.5M state-of-the-art facility and the first building project of a \$236M Master Plan. At the same time, we’ve started to design our second building project of the Master Plan, a \$110M replacement of the current Gymnasium – Natatorium. But we’re more than a building. We’re building a movement. And we’re looking for go-getting, limit-pushing, movement-loving people to join us. If this sounds like you, we hope you’ll consider applying to join our team. The Division of Student Affairs at UW-Madison includes Recreation & Wellbeing, Student Life, University Health Services, and the Wisconsin Union. Together these units deliver quality services and programs that enhance the student experience, build a welcoming and engaging community, and further student success.