



OFFICE OF HUMAN RESOURCES  
Sample Ad Text for Staff Positions

**TITLE OF POSITION**

Utica College, a small comprehensive college in Upstate New York, is seeking a (TITLE OF POSITION) to (LANGUAGE FROM POSITION SUMMARY).

In deciding whether to apply for a position at Utica College, candidates are strongly encouraged to consider the UC mission and culture to help determine their potential success at <http://www.utica.edu/instadvance/marketingcomm/about/>. Our Mission and Values Statement includes a commitment to fostering diversity in background, perspective, and experience within an environment that is dedicated to the freedom of expression and the open sharing of ideas. At UC, diversity means that we are a community that represents a range of human experience and makes conscious choices to appreciate, respect, and learn from each other. Utica College actively seeks and welcomes applications from candidates with exceptional qualifications, particularly those with demonstrable commitments to a more inclusive society.

**Primary responsibilities include:** (FROM JOB DESCRIPTION)

**Qualifications:** (FROM JOB DESCRIPTION)

**Utica College:**

Founded in 1946, Utica College is a private comprehensive institution distinguished for its integration of liberal and professional study. Our dedicated faculty and staff have built a tradition of excellence in teaching and learning with particular emphasis on providing individual attention to students. The College enrolls approximately 3,700 students – approximately 2,700 undergraduates and 1,000 graduate students.

A city of approximately 60,000, Utica is located at the foothills of the Adirondack Mountains in the Mohawk Valley region of upstate New York. The area offers easy access to a broad variety of cultural attractions, including the historic Stanley Performing Arts Center and renowned Munson Williams Proctor Arts Institute, as well as four-season recreation.

**Background** (Department specific, for positions in Athletics):

Utica College supports 25 intercollegiate sports – baseball, men’s and women’s basketball, men’s and women’s cross country, field hockey, football, golf, men’s and women’s hockey, men’s and women’s lacrosse, men’s and women’s soccer, softball, men’s and women’s swimming and diving, men’s and women’s tennis, men’s and women’s indoor and outdoor track and field, women’s volleyball, and women’s water polo. The College’s athletics program has grown in number from 12 to the current number of 25 since 1998. In that time, the College has also constructed the multi-sport stadium Charles A. Gaetano Stadium, the Harold T. Clark Sr. Team Facility, the Pioneer Hockey Facility at the Utica Memorial Auditorium, and a track and field throwing facility.

The College is a member of the Empire 8 conference and ECAC West Hockey League.

**Application Information:**

To apply, submit a cover letter, resume, and three professional references. Candidates for the position must include in their cover letter how you will advance our institutional values including serving a diverse community.

or

All positions at Utica College support the College’s mission and values in part by being active members of an inclusive environment. Please describe in your cover letter how you would see yourself incorporating this into this role.

All application materials must be submitted online at the following link:

[\[Redacted Link\]](#)

Active consideration of candidates will begin on [\[Redacted Date\]](#) and continue until the position is filled. [References will be checked for candidates invited to campus.](#)

Utica College is an affirmative action, equal opportunity employer. We encourage applications from under-represented groups as well as individuals who have experience with diverse populations.