

Talent Tip

Human Capital Services
Talent Acquisition

July 20, 2021

Updated Position Announcement Template

We have a **newly** updated Position Announcement Template to use in PageUp. Please use the new template on all recruitments as this ensures applicants are receiving consistent information about K-State.

K-State is an Equal Employment Opportunity (EEO) employer. Recently, we updated the EEO statement to the following:

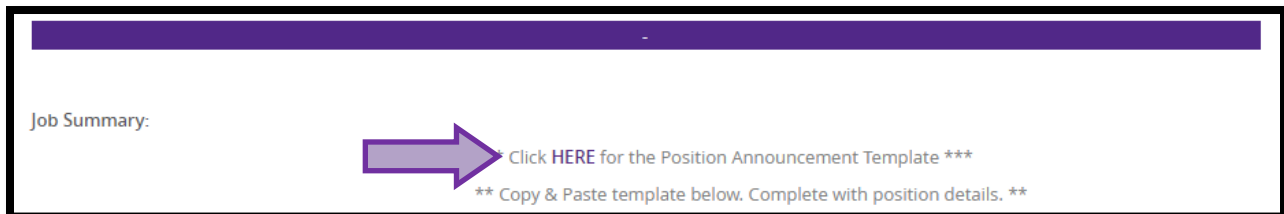
Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability or status as a protected veteran.

The 'Why Join Us' section of the position announcement now also includes the following benefits statement:

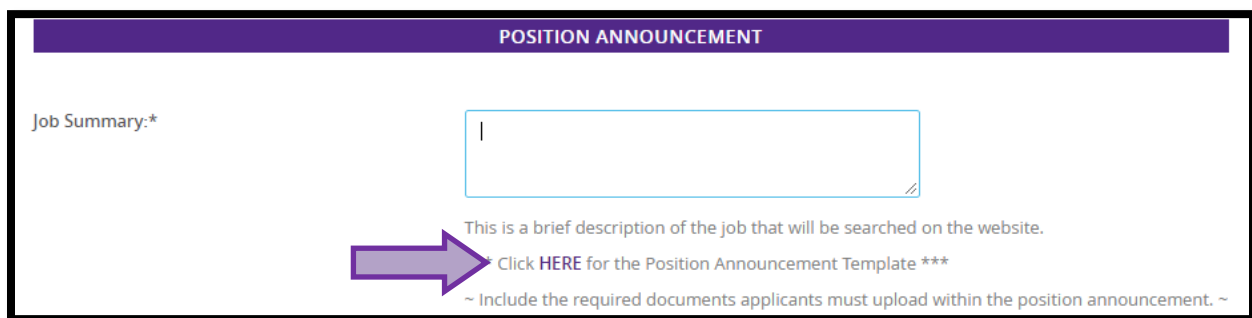
Kansas State University offers a comprehensive benefits package that includes health insurance, life insurance, retirement plans, paid time off – vacation, sick, and holidays. To see what benefits are available, please visit: <https://www.k-state.edu/hcs/benefits>

This benefits statement needs to be included in the 'Why Join Us' section on all benefit-eligible positions.

Please ensure all job announcements are created using this new Position Announcement Template. The template can be found by clicking on '**HERE**' in two places in PageUp. The first is on the **position description** (PD) in the **Job Summary Section**, shown below.



The second place is on the **requisition** in the **Position Announcement** section, shown below.



Once ready, copy and paste the Position Announcement Template into Position Announcement section of the position description or requisition. If you have questions, please contact your [Talent Acquisition Strategic Partner](#).