

# APPLICANT TRACKING SYSTEM TIPS

## Posting Snapshot

The Posting Snapshot is a short description of the position to get an applicant's attention on the Careers @ MSU website. This field is limited to 400 characters. Once the applicant determines they want to know more about the posted position, they would select the title of the job to bring up more in-depth information about the job posting.

To create a posting snapshot, enter a one to two sentence summary in the Posting Snapshot field on the Position Request form or Academic Position Request. This will appear on the main page of the Careers @ MSU website.

\*Posting Snapshot:

Join a customer-focused organization serving one of Mid-Michigan's largest employers.

Below are examples of posting snapshots:

1. *Chair & Associate/Full Professor of Ophthalmology*  
*The University College of Medicine invites applicants for the position of Chair of Ophthalmology. Ophthalmology continues to push the frontiers of vision research and discovery. The department provides an environment for active research leading to improvements in disease treatment. The Chair will join a strong leadership team that is advancing their national profile.*
2. *Assistant Professor Health Programs*  
*Michigan State University College of Nursing seeks applications for the position of Assistant Professor as a Mental Health Nurse Practitioner (MHNP) in the Health Programs Faculty Appointment System. The MHNP position in the College of Nursing holds responsibilities for maintaining a clinical practice with participation in the MSU Faculty Group Practice.*
3. *Secretary II*  
*The Secretary II position will provide support to the Neuroscience Program, working with the Director of the Undergraduate Program to manage the undergraduate major, and with staff members to efficiently run the Neuroscience Program. The office is small, friendly, and collaborative; each person has their own specific duties, but all share expertise and fill in for each other as necessary.*
4. *Operations Coordinator Procurement Specialist – Inventory Control*  
*IPF Support Services/Materials invites applications for the position of Operations Coordinator Procurement Specialist-Inventory Control. The department is responsible for all aspects of managing an MRO inventory as to be able to meet customer demand while keeping the costs associated to a minimum.*
5. *Professional Aide*  
*Reading soft robotics literature, participating in discussions on soft robot designs, modeling and control.*
6. *Technical Aide*  
*Provides technical support. Responsibilities may include software coding, general software maintenance, creating support documentation, or other technical support functions.*

