

## Guidelines for Posting Employment Ads on the ASCE Buffalo Section Website

### General

Employment ads will only be accepted from ASCE-supporting businesses within a 75-mile radius (limits of ASCE Buffalo Section membership) looking to fill positions within their company related to the field of Civil Engineering.

Ads must simply state the qualifications required for the position. **Ads must not highlight company benefits nor be self-serving.** Appropriate contact information should be included.

Employment ads from employment agencies ("headhunters") will **not** be accepted.

### Length of Ad

Please limit employment ads to approximately 100 words.

### Duration

Each employment ad will run for one (1) month unless a written request (email) for renewal is received.

### Editing

ASCE Buffalo Section reserves the right to edit the employment ad as necessary. The final edited ad will be forwarded to the requesting company's contact for approval prior to posting on the website. ASCE Buffalo Section reserves the right to post employment ads at their convenience or refuse posting.

### Submission Format

Electronic format of common type (i.e. \*.doc, \*.pdf, \*.rtf, \*.html, \*.txt) is preferred.

### Forward Articles To:

Jeffrey M. Fick, P.E.  
ASCE Buffalo Section Webmaster  
c/o Trautman Associates  
470 Franklin Street  
Buffalo, New York 14212  
Ph: 716-883-4400  
Fx: 716-883-4268  
Email: [jfick@trautmanassoc.com](mailto:jfick@trautmanassoc.com)