**University of Colorado Denver**

**Department:**

**Job Title:**

**Position #: – Requisition #:**

|  |  |
| --- | --- |
| **Job Summary:** | Explain why this role is such a great opportunity and how it will be important to the college/unit, department, or university. Excite applicants by giving a preview of specific projects they will be working on or what they will be doing day-to-day. Try to limit this to 1-2 paragraphs.  Highlight 5-7 key responsibilities for the role.  Key Responsibilities: |
| **Why Join Us:** | Use your college/unit or department as a selling point. Think about the “what’s in it for me” candidate viewpoint. You do not need to include everything, just the most appealing parts of working for your college/unit or department. Keep this section short and concise for effectiveness - in general, try to limit it to 1-2 paragraphs.  Benefits statement to include in all benefits-eligible positions:  The University of Colorado offers a comprehensive benefits package that includes health insurance, life insurance, retirement plans, tuition benefits, ECO pass, paid time off – vacation, sick, and holidays and more. To see what benefits are available, please visit: <https://www.cu.edu/employee-services/benefits-wellness>. |
| **Diversity and Equity:** | The University of Colorado Denver is committed to recruiting and supporting a diverse student body, faculty and administrative staff. The university strives to promote a culture of inclusiveness, respect, communication and understanding. We encourage applications from women, ethnic minorities, persons with disabilities, persons within the LGBTQ+ community and all veterans. The University of Colorado is committed to diversity and equality in education and employment. |
| **Qualifications:** | **Minimum Qualifications:**  *Applicants must meet minimum qualifications at the time of hire.*  (Optional substitution statement language for minimum qualifications. Remove the below statement if the department chooses not to use a substitution.)  A combination of education and related technical/paraprofessional experience may be substituted for the bachelor’s degree on a year for year basis.  **Preferred Qualifications:**   * X   **Knowledge, Skills and Abilities:**  X |
| **How to Apply:** | For full consideration, please submit the following document(s):   1. A letter of interest describing relevant job experiences as they relate to listed job qualifications and interest in the position 2. Curriculum vitae / Resume 3. Five professional references including name, address, phone number (mobile number if appropriate), and email address   Applications are accepted electronically ONLY at www.cu.edu/cu-careers.  Questions should be directed to: NAME, Email address |
| **Screening of Applications Begins:** | Screening begins on (date).  OR  Immediately and continues until (date).  OR  Immediately and continues until position is filled. For best consideration, apply by (date).  OR  Applications will be accepted until finalists are identified, but preference will be given to complete applications received by **DATE**. Those who do not apply by this date may or may not be considered. |
| **Anticipated Pay Range:** | The starting salary range (or hiring range) for this position has been established as **HIRING RANGE:**  $XX,XXX to $XX,XXX  The above salary range (or hiring range) represents the University’s good faith and reasonable estimate of the range of possible compensation at the time of posting. This position is not eligible for overtime compensation unless it is non-exempt.  Your total compensation goes beyond the number on your paycheck. The University of Colorado provides generous leave, health plans and retirement contributions that add to your bottom line.  Total Compensation Calculator: <http://www.cu.edu/node/153125> |
| **ADA Statement:** | The University will provide reasonable accommodations to applicants with disabilities throughout the employment application process. To request an accommodation pursuant to the Americans with Disabilities Act, please contact the Human Resources ADA Coordinator at [hr.adacoordinator@ucdenver.edu](mailto:hr.adacoordinator@ucdenver.edu)​. |
| **Background Check Statement:** | The University of Colorado Denver is dedicated to ensuring a safe and secure environment for our faculty, staff, students and visitors. To assist in achieving that goal, we conduct background investigations for all prospective employees. |
| **Vaccination Statement:** | The University of Colorado has a requirement for COVID-19 vaccinations and full completion thereof by 9/1/21 or upon start date.  Information regarding this requirement, and exemptions can be found at:  Denver: <https://www.ucdenver.edu/coronavirus>  Unit-Specific Exemptions:  Denver Campus - Exemptions are allowed for medical, religious, or personal reasons.  The University of Colorado seeks individuals with demonstrated commitment to creating an inclusive learning and working environment. We value the ability to engage effectively with students, faculty and staff of diverse backgrounds. |

Prescreening

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question | Answer | Required/Asset | Weight | |
| Are you willing and able to pass a complete criminal background check? | Yes | Required | 0 | (0%) |
| No |  |  |  |
| How did you hear about this employment opportunity? | * InsideHigherEd.com * HigherEdJobs.com * CU Careers * Indeed.com * Dice.com * Monster * LinkedIn * Twitter * Facebook * Publication * Job board * Job/Career Fair * Personal referral * I'm a current CU employee * Contacted by HR Consultant * Other | | | |
| If you answered “Other” in the previous question, please provide where you heard about this posting. |  | | | |
| Insert any other sample questions that you think will help the committee assess minimum and preferred qualifications. |  | | | |

**Search Committee Charge Details:**

Search Committee Members -

Search Committee Chair name and e-mail

Search Committee Member names and e-mail addresses

Define scope of the search (i.e. where/how do you plan to advertise, internal/state/regional/national, explain outreach methods) –

Target Dates (target dates for posting, reviewing applications, interviews, expected start date, etc.) –

Finalists (number of finalists you expect, ranked or unranked, and how you want to receive feedback from the committee regarding the finalists) –