**University of Colorado Denver**

**Department:**

**Job Title:**

**This is a Temporary position limited to no more than 9-months.  -or-**

**This is a Temporary Classified position limited to no more than 9-months. -or-**

**This is a Temporary position limited to no more than 12-months. This position is part-time and limited to no more than an average of 30 hours a week in a twelve-month period.**

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| **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: |
| **Work Location:** | | Onsite - this role is expected to work onsite and is located in City, State.  Hybrid – this role is eligible for a hybrid schedule of # days per week on campus and as needed for in-person meetings.  Remote – this role is eligible to work remotely, but the employee must be in the United States. |
| **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. |
| **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.*  **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](http://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 **hiring rate** for this position has been established at $XX.XX / hour. The above salary rate represents the University’s good faith and reasonable estimate of the rate at the time of posting.  ------OR-----  The **hiring range** for this position has been established at: $XX.XX to $XX.XX / hour. The above hiring range represents the University’s good faith and reasonable estimate of the range of possible compensation at the time of posting. The salary of the finalist(s) selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training.  Your total compensation goes beyond the number on your paycheck. **Temporary employees are only eligible for sick leave benefits.**  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. | |

Prescreening

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| --- | --- | --- | --- | --- |
| Question | Answer | Required/Asset | Weight | |
| Are you willing and able to pass a complete criminal background check? | Yes | Required | 0 | (0%) |
| No |  |  |  |
| Insert any other sample questions that you think will help the committee assess minimum and preferred qualifications. |  | | | |

**Search Committee Charge Details: There must be at least two search committee members on all requisitions.**

Search Committee Members -

Search Committee Chair name and e-mail

Search Committee Member names and e-mail addresses