

***University Staff***

***Description & Job Ad Template***

**Job Description**

**Copy job family / level / position information from** [University Staff Job Description Library](https://www1.ucdenver.edu/docs/librariesprovider188/hr-business-partners/university-staff/university-staff-job-description-library-%28professional-level-positions%29.docx?sfvrsn=8faf2db9_2) **and insert here**

**Typical Functions / Functional Attributes**

**Select any / all that apply.**

Your input must be verified and approved by HR before any items in this section are accepted as official.

**Physical Demands**

Please refer to definitions to the below selections here: <https://www.cu.edu/sites/default/files/pages/884-documentation-resources/docs/functional-attributes.pdf>

[ ]  Accommodation

[ ]  Balancing

[ ]  Climbing

[ ]  Color Vision

[ ]  Control of Others (physical)

[ ]  Crawling

[ ]  Crouching

[ ]  Depth Perception

[ ]  Far Acuity

[ ]  Feeling

[ ]  Field of Vision

[ ]  Fingering

[ ]  Handling

[ ]  Hearing

[ ]  Kneeling

[ ]  Near Acuity

[ ]  Reaching

[ ]  Stooping

[ ]  Talking

[ ]  Tasting / Smelling

[ ]  Other - Click or tap here to enter text.

**Mental Functions**

Please refer to definitions to the below selections here: <https://www.cu.edu/sites/default/files/pages/884-documentation-resources/docs/functional-attributes.pdf>

[ ]  Analyzing

[ ]  Communicating

[ ]  Comparing

[ ]  Compiling

[ ]  Computing

[ ]  Coordinating

[ ]  Copying

[ ]  Instructing

[ ]  Interpersonal Skills/Behaviors

[ ]  Negotiating

[ ]  Synthesizing

[ ]  Other - Click or tap here to enter text.

**Environmental Conditions and Physical Surroundings**

Exposure results in marked bodily discomfort. Please refer to definitions to the below selections here: <https://www.cu.edu/sites/default/files/pages/884-documentation-resources/docs/functional-attributes.pdf>

[ ]  Atmospheric Conditions

[ ]  Confined/Restricted Working Environment

[ ]  Exposure to Weather

[ ]  Extreme Cold

[ ]  Extreme Heat

[ ]  Noise

[ ]  Vibration

[ ]  Wet and/or Humid

[ ]  Potential Exposure to Biological Substances & Infectious Materials

[ ]  Other - Click or tap here to enter text.

**Hazards**

Please refer to definitions to the below selections here: <https://www.cu.edu/sites/default/files/pages/884-documentation-resources/docs/functional-attributes.pdf>

[ ]  Exposure to electrical shock

[ ]  Exposure to radiant energy

[ ]  Exposure to toxic or caustic chemicals

[ ]  Proximity to moving, mechanical parts

[ ]  Working in high, exposed places

[ ]  Working with explosives

[ ]  Other - Click or tap here to enter text.

**Additional Requirements**

**Select any / all that apply**

Your input must be verified and approved by HR before any items in this section are accepted as official.

**[ ]  Driver’s License:**

[ ]  Will be required to drive a University vehicle (Colorado driver’s license)

[ ]  Will be required to transport other people utilizing a University vehicle (CDL endorsement)

[ ]  Will be required to drive, but will operate personal vehicle (valid driver’s license, any state)

 (this does not include traveling between Denver & Anschutz)

 *List any other endorsements required*: Click or tap here to enter text.

**[ ]  Essential Services**

*Designated by campus Provost or Vice Chancellor for positions required to report without delay or interruption to provide essential or emergency services to ensure health, safety and welfare of campus residents.*

**[x]  Background Check (*Select all that apply*):**

[x]  *Criminal* ***(mandatory for all)***

[ ]  *Financial/Credit* - *reason(s):* Click or tap here to enter text.

[ ]  *Motor Vehicle:*

[ ]  Requires valid driver’s license – complete reason(s) above

[ ]  Receives University vehicle

[ ]  *Pre-Employment Drug Screening* (must have approved drug testing policy on file)

 Reason(s): Click or tap here to enter text.

[ ]  *Sex Offender Registry Check* – reason(s): Click or tap here to enter text.

[ ]  *Other Background Check* - Click or tap here to enter text.

**[ ]  Shift Work — *Explain*:** Click or tap here to enter text.

**[ ]  On-call Hours — *Explain*:** Click or tap here to enter text.

**[ ]  Pre-placement Physical** - *Describe any special physical requirements*:Click or tap here to enter text.

**Health Insurance Portability and Accountability Act (HIPAA)**

[ ]  Research

[ ]  Treatment, payment, or health care operations

[ ]  Both research and treatment, payment or health care operations

[ ]  Duties other than research, treatment, payment or health care operations

[ ]  Work duties DO NOT require access to protected health information

**Health and Safety Training**

This assignment requires the use or handling of or exposure to (check all that apply):

 [ ]  hazardous chemicals.

 [ ]  radioactive materials or ionizing radiation.

 [ ]  infectious materials, recombinant DNA, or human blood or bodily materials.

**STOP HERE if you are NOT posting this position**

**Continue to next page if you ARE posting to fill out the Job Ad Template**

**Job Ad/Posting Details**

**(this is your preview/draft of the posting)**

**\*\* Include when a search will be conducted \*\***

**Human Resources will populate most. Please update items in yellow when submitting job description and complete search committee charge details below.**

**CU Denver Header Language:**

**University of Colorado | CU Denver**

**School/College/Department/Unit Name**

**Job Title (Working and/or Official)**

**Position #NUMBER – Requisition #NUMBER**

\* Applications are accepted electronically ONLY at [www.cu.edu/cu-careers](http://www.cu.edu/cu-careers) \*

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>

Exemptions vary by campus location/department.

* CU Denver - Exemptions are allowed for medical, religious, or personal reasons.

The University of Colorado Denver 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.

**[*Unit/Department]* has an opening for a *[full-time/part-time]* University Staff (unclassified) *[job title]* position.**

The University of Colorado Denver is the state’s premier public urban research university and equity-serving institution. Globally connected and locally invested, CU Denver partners with future-focused learners and communities to design accessible, relevant, transformative educational experiences for every stage of life and career. Across eight schools and colleges in the heart of downtown Denver, our leading faculty inspires and works alongside students to solve complex challenges through boundary-breaking innovation and impactful research and creative work. As part of the state’s largest university system, CU Denver is a major contributor to the Colorado economy, with 2,000 employees and annual economic impact of more than $800 million. For more information, visit [www.ucdenver.edu](http://www.ucdenver.edu)

***(NOTE: Career family definition, level definition and position emphasis in the job description above will be included in posting here.)***

Optional: This description is a summary only and is describing the general level of work being performed, it is not intended to be all-inclusive. The duties of this position may change from time to time and/or based on business need. We reserve the right to add or delete duties and responsibilities at the discretion of the supervisor and/or hiring authority.

Minimum Qualifications:

Human Resources will insert minimum qualifications here – experience, education, licensure, or certifications.

**Required: Applicants must meet minimum qualifications at the time of hire.**

Optional: Substitution

Optional: Conditions of Employment:

Must be willing and able to …

(often related to off-campus travel, languages, min age, shift schedules, physical requirements, etc.)

Optional: Note: This is an essential services position. The incumbent is required to respond after hours during emergencies and report to work for regular assigned shifts during emergency campus closures.

Optional: PLEASE NOTE: Candidates will be responsible for travel expenses related to the interview process and any relocation expenses, if applicable.

Preferred Qualifications:

Human Resources will insert preferred qualifications here – experience, education, licensure, or certifications.

**Salary and Benefits:**

The salary range (*or hiring range*) for this position has been established at $XX,XXX to $XX,XXX.

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.

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.

Optional: This position is/is not eligible for overtime compensation.

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.

Benefits: <https://www.cu.edu/employee-services/benefits>

Total Compensation Calculator: <http://www.cu.edu/node/153125>

**Diversity and Equity:**

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​.

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.

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.

 Application Materials Instructions:

**Application Deadline:**

Applications are accepted electronically ONLY at [www.cu.edu/cu-careers](http://www.cu.edu/cu-careers).

Application deadline is [day/month/year].

***OR***

Review of applications will begin [day/month/year], and will continue until the position is filled.

***OR***

Applications will be accepted until finalists are identified, but preference will be given to complete applications received by [day/month/year]. Those who do not apply by this date may or may not be considered.

Special Instructions to Applicants:

**Required Application Materials:**

To apply, please visit: <http://www.cu.edu/cu-careers> and attach:

1. A letter of application which specifically addresses the job requirements and outlines qualifications
2. A current CV/resume
3. List of three to five professional references (we will notify you prior to contacting both on and off-list references)
4. Additional Attachments

Questions should be directed to: [name and e-mail of job posting contact]

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) –