

Job Posting Template For Officer/University Staff Positions

University of Colorado System Administration
[Title/Working Title]
[Department]
[Job Posting # or Position #]

Position Description: [Department Name] [has an opening for / seeks / invites applications for] a [full-time/part-time] [Position Working Title]. Include description of department and position's role in the department – typically found in the Nature of Work section of the Position Description.

Job Responsibilities: This description should be specific and cover the main aspects of the job as listed in the job responsibilities section of the position description. It is useful to include additional details here such as full or part time status, work hours (if applicable), location (if outside of Boulder), and supervision responsibilities (if applicable).

Required Qualifications: The required qualifications listed in the job posting should match those listed in the Minimum Requirements section of the position description.

Required Qualifications:

- *A bachelor's degree in human resource management, public administration, psychology, business or closely related field.*
- *Four years of progressively responsible professional human resources administration experience.*

Required qualifications are used to establish initial selection criteria and are used to screen out applicants. Don't list qualifications here that are not required. Applicants who do not meet the required qualifications cannot be considered.

Also, ensure that your minimum requirements can be screened for by the search committee using an applicant's application or resume. For example, the search committee can easily determine if an applicant has "four years of experience" in a certain field. The search committee can not tell from an application whether or not someone is a "team player" or has "strong interpersonal skills". These kinds of "soft skills" should be listed as required competencies or as desired/preferred qualifications that can be assessed during a face-to-face or telephone interview process.

Desired Qualifications / Preferred Competencies: The desired qualifications and/or required competencies listed in the job posting should match those listed in the same section of the position description.

Desired Qualifications:

- *A master's degree in human resource management*
- *Certification from the Society of Human Resource Management (SHRM)*
- *Experience in public sector job evaluation or compensation*

Required Competencies:

- *Ability to represent the university in a professional manner with tact and diplomacy*
- *Strong oral communication skills*
- *Excellent interpersonal skills*

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Note: Desired or preferred qualifications are used to separate out the highly qualified candidates from those who simply meet the required qualifications. The more complete and descriptive these qualifications are, the easier it is for the search committee to determine the best applicants.

Special Instructions to Applicants: This section should include additional application instructions, posting deadlines, contact information and salary or benefits information as described below:

Application Instructions: Applications are accepted electronically at: www.jobsatcu.com, posting #_____, and must include:

- 1) A letter of application which specifically addresses the job requirements and outlines qualifications
- 2) A current CV/resume
- 3) The names, addresses, daytime telephone numbers and e-mail addresses for three professional references

Application Deadline: The deadline for receipt of applications is [day/month/year]. **OR** Review of applications will continue until the position is filled. **OR** Applications submitted by [day/month/year] will receive full consideration. **OR** For full consideration, please apply by [day/month/year].

Questions may be directed to **[e-mail of job posting contact or other contact]**.

Salary and Benefits: Salary range is \$ _ to \$ _ . **OR** Salary is competitive and commensurate with skills and experience. The University of Colorado offers a full benefits package. Information on benefits programs, including eligibility, is available at www.cu.edu/es/.

The University of Colorado is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

The Immigration Reform and Control Act requires that verification of employment eligibility be documented for all new employees by the end of the third day of work.

The University of Colorado is committed to diversity and equality in education and employment.