

# **University Staff Description & Job Ad Template**

**Job Description  
Copy job family / level / position information from** [**University Staff Professional Job Description Library**](https://www.cuanschutz.edu/offices/human-resources/hr-business-partners/job-descriptions) **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 [functional attributes definitions document](https://www.cu.edu/sites/default/files/pages/884-documentation-resources/docs/functionalattributes.pdf) for further information on the following selections.

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**

*Updated 03/2025*

Please refer to [functional attributes definitions document](https://www.cu.edu/sites/default/files/pages/884-documentation-resources/docs/functionalattributes.pdf) for further information on the following selections.

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 [functional attributes definitions document](https://www.cu.edu/sites/default/files/pages/884-documentation-resources/docs/functionalattributes.pdf) for further information on the following selections.

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 [functional attributes definitions document](https://www.cu.edu/sites/default/files/pages/884-documentation-resources/docs/functionalattributes.pdf) for further information on the following selections.

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** – FLSA non-exempt – required to report without delay or interruption to provide essential or emergency services to ensure health, safety, and welfare

**Critical** – FLSA exempt or non-exempt - Employees designated as critical must report to work as needed during emergency situations.

*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.*

**Background Check (*Select all that apply*):**

☒ *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*

*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 the next page if you ARE posting to fill a role. The hiring department is responsible for completing the yellow highlighted sections of the Job Posting Template. The sections highlighted in green are guidance and should be deleted before submission**

# **Job Ad Template**

**Job Ad/Posting Details**

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

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

**University of Colorado Anschutz Medical Campus** **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: |
| **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.  Benefits statement to include in all benefits-eligible positions:  **Why work for the University?**  We have AMAZING benefits and offerexceptional amounts of holiday, vacation and sick leave! The University of Colorado offers an excellent benefits package including:   * Medical: Multiple plan options * Dental: Multiple plan options * Additional Insurance: Disability, Life, Vision * Retirement 401(a) Plan: Employer contributes 10% of your gross pay * Paid Time Off: Accruals over the year * Vacation Days: 22/year (maximum accrual 352 hours) * Sick Days: 15/year (unlimited maximum accrual) * Holiday Days: 10/year * Tuition Benefit: Employees have access to this benefit on all CU campuses * ECO Pass: Reduced rate RTD Bus and light rail service   There are many additional perks & programs with the [CU Advantage](https://advantage.cu.edu/). |
| **Qualifications:** | **Minimum Qualifications:**   * X   **(Optional substitution statements for minimum qualifications. They can be combined, please ensure the search committee is aware of how to use the substitution conversion. Remove the below statements if the department chooses not to use a substitution.)**  Option 1: A combination of education and related technical/military/paraprofessional experience may be substituted for a bachelor’s degree on a year for year basis.  Option 2: An advanced degree (Masters or Doctorate) may be substituted for experience on a year for year basis if the degree is in a field of study directly related to the work assignment.  *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 *(only use if a cover letter is necessary)* 2. Curriculum vitae / Resume 3. Three to five professional references, including name, address, phone number (mobile number if appropriate), and email address   Questions should be directed to: NAME, Email address |
| **Screening of Applications Begins:** | Screening begins on (date). If this option is used, the posting will come down on Applications the date indicated. The hiring department will need to notify their Talent Acquisition Begins: Consultant if the role needs to be reposted.  OR  Immediately and continues until (date). If this option is used, the posting will come down on the date indicated. The hiring department will need to notify their Talent Acquisition Consultant if the role needs to be reposted.  OR  Immediately and continues until position is filled. For best consideration, apply by (date). Hiring department will need to notify their Talent Acquisition Consultant when they want to have the advertisements removed for the posting.  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. Hiring department will need to notify their Talent Acquisition Consultant when they want to have the advertisements removed for the posting. |
| **Anticipated Pay Range:** | The starting salary range (*or hiring range*) for this position has been established as **HIRING RANGE** *(minimum – 40th posting max)*.  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 may be eligible for overtime compensation, depending on the level.  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) |
| **Equal Employment Opportunity Statement:** | CU is an Equal Opportunity Employer and complies with all applicable federal, state, and local laws governing nondiscrimination in employment. We are committed to creating a workplace where all individuals are treated with respect and dignity, and we encourage individuals from all backgrounds to apply, including protected veterans and individuals with disabilities. |
| **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@cuanschutz.edu](mailto:hr.adacoordinator@cuanschutz.edu)​. |
| **Background Check Statement:** | The University of Colorado Anschutz Medical Campus 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:** | CU Anschutz strongly encourages vaccination against the COVID-19 virus and other [vaccine preventable diseases](https://www.cdc.gov/vaccines/schedules/downloads/adult/adult-combined-schedule.pdf). If you work, visit, or volunteer in healthcare facilities or clinics operated by our affiliated hospital or clinical partners or by CU Anschutz, you will be required to comply with the vaccination and medical surveillance policies of the facilities or clinics where you work, visit, or volunteer, respectively. In addition, if you work in certain research areas or perform certain safety sensitive job duties, you must enroll in the [occupational health medical surveillance program](https://research.cuanschutz.edu/ehs/home/divisions/occupational-health/oh-enrollment). |

## **Prescreening**

|  |  |
| --- | --- |
| **Question** | * **Answer** |
| Are you willing and able to pass a complete criminal background check? |  |
| 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) –