

2. Position Information: *Basic Details*

Complete all fields below. Several examples are included to help guide you through this posting process, feel free to type over the examples given below.

Position Title _____

Department _____

Location Main Campus (Houghton, MI) or Other Location _____

Position Type Staff or faculty _____

Full-time/Part-time _____

Full-Time Equivalent (FTE) % (1=100%) _____

Appointment Term (in months) _____

Pay Type (Salary or Hourly) **subject to FLSA determination by HR* _____

Salary or hourly range _____

Title of Position Supervisor _____

Posting Type
(`Internal-Only' or Internal & External') _____

3. Position Summary Information: *Essential Duties and Requirement Details*

Designing a Job Description: When crafting the job description in the sections provided below, we recommend that you reference **O*Net OnLine** at <http://www.onetonline.org>.

University Required Statement: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Description Summary (3 - 5 sentences)	
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Essential Duties & Responsibilities (other duties may be assigned)	1. 2. 3. 4. 5. 6. 7. 8. * Other duties as assigned. * Apply safety-related knowledge, skills, and practices to everyday work. * Commit to learning about continuous improvement strategies and applying them to everyday work. Actively engage in University continuous improvement initiatives.
Required Education, Certifications, Licensures (minimum requirements)	<ul style="list-style-type: none"> • • •
Required Experience (minimum requirements)	<ul style="list-style-type: none"> • • •
Required Knowledge, Skills, and/or Abilities (minimum requirements)	<ul style="list-style-type: none"> • • • Demonstrated ability to communicate effectively across cultural boundaries and work harmoniously with diverse groups of students, faculty, and staff.
Desirable Education and/or Experience	<ul style="list-style-type: none"> • • • •
Desirable Knowledge, Skills, and/or Abilities	<ul style="list-style-type: none"> • • •
Work Environment and/or Physical Demands	

Required Training

Every employee at Michigan Technological University will receive the following 3 required training; additional training may be required by the department.

Required University Training:

- Employee Safety Overview
- Anti-Harassment, Discrimination, Retaliation Training
- Annual Data Security Training

Background Check:

Offers of employment are contingent upon and not considered finalized until the required background check has been performed and the results received and assessed.

Required Departmental Training:

- If applicable, insert required departmental training here.

(Note: Please refer to Appendix for more examples.)

3. Additional Information: *Special Instructions to Applicants*

Questions	Answers
1. Are there any special instructions to applicants? If yes, record below.	<input type="radio"/> Yes <input type="radio"/> No
<p>Special Instructions: Examples (optional): Full consideration will be given to applications received by_____. Your references should include the contact information for at least three (3) professional references.</p>	
2. Is there additional information that the committee would like to provide to applicants about the department and/or University? Some committees include a link to the department website or include information about the area. If yes, record below.	Yes No

Additional Information:

Examples:

INFORMATION ABOUT MICHIGAN TECH

Michigan Tech is an internationally renowned doctoral research university located in Houghton, MI in Michigan's scenic Upper Peninsula, on the south shore of Lake Superior. The area provides a unique setting where natural beauty, culture, education, and a diversity of residents from around the world come together to share a superb living and learning experience.

DIVERSITY INFORMATION

Michigan Tech is an ADVANCE institution, one of a select group of universities in receipt of NSF funds in support of our commitment to increase diversity and the participation and advancement of women in STEM.

DUAL CAREER INFORMATION

Michigan Tech also has a Dual Career Program which assists departments with partner orientation to the university and community and identification of possible positions for partners.

EEO STATEMENT

Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer, which includes providing equal opportunity for protected veterans and individuals with disabilities.

4. Posting-Specific Questions: *Optional System Functionality*

Type 1: The *pre-screening* type screens-out applicants based on the applicant's response to questions about ANY minimum requirement of the position.

Type 2: The *informational-only* type allows committees to collect additional information from applicants for ranking/sorting but must not be used to disqualify an applicant from the pool.

Type 1: Pre-Screening Questions

Questions	Answers
Should pre-screening questions be included on the posting? If yes, please list each specific requirement below and indicate if the requirement is disqualifying or not.	<input type="radio"/> Yes <input type="radio"/> No
Requirements - Education and/or Experience	Disqualifying?
Question - Requirement 1:	<input type="radio"/> Yes <input type="radio"/> No

Question - Requirement 2:	<input type="radio"/> Yes <input type="radio"/> No
Question - Requirement 3:	<input type="radio"/> Yes <input type="radio"/> No

Type 2: Informational-Only Questions

If the search committee would like to request that applicants answer or comment on questions that are only informational in nature, the system allows that functionality as well. The answers may be assigned a value, such as, no = 0 points and yes = 5 points or no points at all. The informational-only questions must *not* be used to disqualify applicants from the pool.

Questions	Answers
Should informational-only questions be included on the posting? If yes, please record question below and assign a value to the responses.	<input type="radio"/> Yes <input type="radio"/> No
Questions and/or Comments	Values
Question - Requirement 1:	Yes = points No = points
Question - Requirement 2:	Yes = points No = points

5. Applicant Documents: *Required vs. Optional*

The system allows applicants to upload documents for search committee review. All uploaded documents are converted to the PDF file format. If the document is **required**, the applicant will not be able to submit his/her application until the document is uploaded to the system. Please list all documents below.

REQUIRED - Applicant Documents	List Type Here
Document 1	Cover letter*
Document 2	Resume *
Document 3	
Document 4	
Document 5	
OPTIONAL - Applicant Documents	List Type Here
Document 1	
Document 2	
Document 3	
Document 4	
Document 5	

Applicant Documents: *Examples*

- | | |
|---|---------------------------------|
| 1. List of References | 5. Writing Sample |
| 2. Certification(s) / License(s) | 6. Professional Statement |
| 3. Undergraduate Transcript - Bachelor's (unofficial) | 7. Research Statement/Interests |
| 4. Graduate Transcript - Master's (unofficial) | 8. Portfolio |
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6. Computing Equipment Requirements: *Information Technology needs*

****The following information will be forwarded to new-staff@mtu.edu by the hiring department.**

To ensure that the new employees' technology is ready when they start, answer the following questions.

1. Is this position a NEW to the University? Yes No
 2. Who will supervise this position?
(this individual will act as a contact for IT) _____
 3. What is the location of this position's work space?
(example: EERC B38) _____
 4. Does the department currently have existing equipment that will be used by this new position? Yes No
(If yes, it is strongly recommended that arrangements be made with IT to rebuild the computing equipment. Please note this typically takes at least 10 business days)
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7. APPENDIX I: Language to Use for Designing a Job Description

Continuous Improvement Language:

Add the appropriate statement to the list of duties above.

All Employees:

Commit to learning about continuous improvement strategies and applying them to everyday work.
Actively engage in University continuous improvement initiatives.

Supervisor:

Encourage continuous improvement practices among employees.

Director-Level & Higher:

Encourage continuous improvement practices among employees. Commit to applying continuous improvement strategies to strategic goals and leadership skills.

Training Requirements: What university-required training is necessary for the person in this position?

Examples:

Anti-Harassment, Retaliation and Discrimination Training
Annual Data Security Training
MIOSHA Safety Orientation
Other MIOSHA Required Training
RCR
IRB
Animal
Human Subject
Advance
Van Training
Other

Personal Protective Equipment (PPE): Will any personal protective equipment be needed as a requirement to perform this job? If yes, please list/describe.

Examples:

Safety Glasses
Helmet
Respirator
None

Safety Language: *Add the appropriate statement to the list of duties above.*

ALL EMPLOYEES:

Job Duties and Responsibilities:

MANDATORY (At least one)

- Apply safety-related knowledge, skills, and practices to everyday work.
- Integrate safety practices into daily activities.

OPTIONAL

- Cooperate with safety personnel.
- Follow all written and oral safety instructions.
- Report all safety-related concerns to supervisor.

Knowledge, Skills, and/or Abilities:

MANDATORY

- Demonstrated commitment to contribute to a safe work environment.

SUPERVISOR (Functional & Administrative)/Manager/Faculty/Director/Dean/Department Chair/Executive:

Job Duties and Responsibilities:

MANDATORY (At least one)

- Provide leadership to foster a culture of safety; promote safety through actions, communication, and training.
- Identify safety-related knowledge, skills, abilities, and training needed for positions and opportunities for continuous learning and improvement of safety.
- Assess effectiveness of safety measures and training and implement necessary changes. Anticipate and recognize problems and potential problems at the individual and system levels.
- Communicate position requirements for training needs to appropriate personnel to gain necessary resources. Ensure that employee training records are maintained.

OPTIONAL

- Ensure compliance with all applicable university, state, and federal safety regulations.
- Demonstrated understanding of university, state, and federal safety requirements and expectations.
- Recognize and respond appropriately to potential and actual unsafe situations.
- Initiate accident/incident/near-miss investigation process.
- Carry out workplace and task hazard identification and risk assessments.
- Monitor and review workplace safety strategies and accountabilities and implement appropriate changes.
- Develop and document action plans for responding to disasters and other emergencies.
- Provide support to incident command operations to manage responses to disasters and other emergencies.
- Analyze adverse event and near misses and provide examples on how future events could be avoided.

Knowledge, Skills, and/or Abilities:

MANDATORY (At least one)

- Demonstrated commitment to a culture of safety by having established safety as a key professional value and essential component of daily practice.
- Demonstrated leadership of safety principles and practices.

DIRECTOR-LEVEL & HIGHER:

Job Duties and Responsibilities:

OPTIONAL (recommended)

- Ensure adequate monitoring and resources to provide for safety compliance.
- Ensure compliance with all applicable university, state, and federal safety regulations.
- Promote the creation, dissemination, application, translation, and implementation of safety knowledge and best practices.
- Provide support to incident command operations to manage responses to disasters and other emergencies.
- Analyze adverse event and near misses and provide examples on how future events could be avoided.
- Anticipate and recognize problems and potential problems at the individual and system levels.

Knowledge, Skills, and/or Abilities:

OPTIONAL

- Demonstrated understanding of the organizational roles and responsibilities for safety among management, supervisors, and employees.

Equal Employment Opportunity Statement (EEO) -

Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer, which includes providing equal opportunity for protected veterans and individuals with disabilities.