***Posting Worksheet***

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

Remember, to separate out the minimum requirements from the desirable characteristics of the job. Give careful consideration and/or consult with Human Resources when setting your minimum requirements because if an applicant does not meet the minimum requirements then that applicant must be disqualified.

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| ***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 essential functions. \*\** |
| **Job Description****Summary** | **Required Statement**: Michigan Tech attracts world-class faculty and staff who enrich the educational experience of smart, motivated, and adventurous students. Applicants who are committed to promoting a sense of belonging and contributing to an equitable and inclusive learning environment for all are strongly encouraged to apply (https://www.mtu.edu/diversity-inclusion/). |
| **Essential Duties & Responsibilities** (other duties may be assigned) |  |
| **Required Education, Certifications, Licensures** (minimum requirements) |  |
| **Required experience** (minimum requirements) |  |
| **Required Knowledge, Skills, and/or Abilities** (minimum requirements) |  |
| ***Desirable* Education and/or Experience** |  |
| ***Desirable* Knowledge, Skills, and/or Abilities** |  |
| **Work Environment and/or Physical Demands\*\*** | **Work Environment and/or Physical Demands: (Hiring Dept., may edit if necessary)**The work environment is that of a typical office and/or classroom setting. The noise level in the work environment is usually low to moderate. |
| **Required Training** | Every employee at Michigan Technological University will receive the following four required pieces of training; additional training may be required by the department.**Required University Training**:• Employee Safety Overview• Anti-Harassment, Discrimination, and Retaliation Training• Annual Data Security Training* Annual Title IX 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.**Other Conditions of Employment:**The successful applicant will be responsible for ensuring eligibility for employment in the United States on or before the effective date of the appointment. This is not an E-Verified Position. |

**Additional Information:** *Special Instructions to Applicants*

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| **Questions** | **Answers** |
| 1. Are there any special instructions for applicants? If yes, record below. |  |
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| 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 |
| **Required Statements:**Michigan Technological University, one of the four major research universities in the State of Michigan, is located in Michigan’s Upper Peninsula adjacent to Lake Superior. The community offers a small-town environment with outstanding four-season recreational opportunities. Michigan Tech is located in Houghton, MI on the south shore of Lake Superior.Michigan Tech is proud to be an ADVANCE Institution that has thrice received National Science Foundation support to increase diversity, inclusion, and the participation and advancement of women and underrepresented individuals in STEM. (see <https://www.mtu.edu/advance/>).Michigan Tech recognizes the importance of supporting faculty members’ partners; candidates selected for on-campus interviews will be invited to bring a guest. Additional details on our Partner Engagement Program can be found at https://www.mtu.edu/provost/programs/partner-engagement/.Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer, that provides equal opportunity for all, including protected veterans and individuals with disabilities. |

Required Documents:

* Cover Letter
* Curriculum Vitae
* Diversity statement that describes how their past and/or potential actions support a culture of diversity, equity, inclusion, and a sense of belonging where all members of a campus community can excel.