**Michigan Technological University**

**Human Resources – Employment Services  
STAFF Posting Worksheet**

**POSTING WORKSHEET:**

**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? |
| **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 |
| **Negotiable (No Less Than $\_\_\_\_\_)** |  |
| **Title of Position Supervisor** |  |
| **Posting Type** (‘Internal-Only’ or  Internal & External’) |  |

**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>. This site allows for searching by key words to locate examples of typical work tasks, work activities, knowledge, skills, and/or abilities. It also will help you to build a job description with strong action verb phrases that emphasis the level of decision-making and input needed of the position, i.e., analyze vs. authorize, provide vs. present, etc.

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.

**\*** = ***Required Field***

***\*\* = University Required Language***

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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 the essential functions.\*\** | |
| **Job Description**  **Summary\*** | Insert 3-5 sentences describing the functions of the position. |
| **Essential Duties & Responsibilities\*** (other duties may be assigned) | 1.  2  3  4  5  .  .  .  .  13. Commit to learning about continuous improvement strategies and applying them to everyday work. Actively engage in University continuous improvement initiatives. 14. Apply safety-related knowledge, skills, and practices to everyday work. |
| **Required Education, Certifications, Licensures\*** (minimum requirements) |  |
| **Required Experience\*** (minimum requirements) |  |
| ***Desirable* Education and/or Experience** | • |
| **Required Knowledge, Skills, and/or Abilities\*** (minimum requirements) | •  • Demonstrated ability to communicate effectively across cultural boundaries and work harmoniously with diverse groups of students, faculty, and staff. • Demonstrated commitment to contribute to a safe work environment. |
| ***Desirable* Knowledge, Skills, and/or Abilities** | • |
| **Work Environment and/or Physical Demands\*\*** | *WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*  The noise level in the work environment is usually low to moderate. |
| **Required Training and Other Conditions of Employment\*\*** | Every employee at Michigan Technological University will receive the following 3 required trainings; additional training may be required by the department.  **Required University Training:**   * Employee Safety Overview * Anti-Harassment, Discrimination, Retaliation Training * Annual Data Security Training * Annual Title IX Training   **Required Departmental Training: \***   * If applicable, insert required departmental training here…   **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. |

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

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| **Questions** | **Select** |
| 1. Are there any special instructions to applicants? If yes, record below. | Yes or No |
| **Special Instructions:**  *Example: Your references should include the contact information for at least three (3) professional references.* | |
| 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 or No |
| **Additional Information:**  **Examples:**  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.  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.  Michigan Tech also has a Partner Engagement Program which assists departments with partner orientation to the university and community and identification of possible positions for partners.  Michigan Technological University is an equal opportunity, affirmative action employer/educational institution. Applications from women and minorities are encouraged. | |

**Applicant Documents:**

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| **REQUIRED - Applicant Documents** | **List Type Here** |
| Document 1 | Cover Letter |
| Document 2 | Resume |
| Document 3 | References |
| **OPTIONAL - Applicant Documents** | **List Type Here** |
| Document 1 |  |
| Document 2 |  |
| Document 3 |  |