**(Job Title/Working Title)**

**Department, College, or School**

**Elevate Your Career at UCCS: Innovate, Inspire, and Impact in the Rockies!**

**Who We Are**

The [University of Colorado Colorado Springs](https://hr.uccs.edu/work-at-uccs) (UCCS) is a premier educational institution that prides itself on academic excellence, research, and community engagement and is actively seeking a **[Job Title]** to join our team! UCCS offers a diverse and inclusive learning environment that fosters innovation, growth, and the holistic development of its students. The work location for this position is on-site/hybrid eligible/fully remote. This position is Non-Exempt/Exempt from the Fair Labor Standards Act (FLSA) overtime provisions.

At the base of the Rocky Mountains, [Colorado Springs](https://www.visitcos.com/) is captivated by its stunning landscapes, making it a paradise for nature lovers. This city is more than its scenery—a mosaic of history, arts, and a vibrant tech scene. We invite you to join a community that cherishes outdoor adventure as much as forward-thinking growth, an exceptional setting for both career and lifestyle.

**Salary/Pay Range**: $ xx,xxx.xx - $xx,xxx.xx annually/hourly. Compensation will be commensurate upon experience and qualifications.

[**Benefits at a Glance**](https://hr.uccs.edu/employee-benefits)

At UCCS, our employees are our most valued asset. We're proud to offer:

* Generous Time Off: Enjoy 22 vacation days, 10 sick days, paid parental leave, 13 recognized holidays, and provisions for bereavement, jury duty, and FAMLI Leave.
* Robust Health Coverage: Our comprehensive medical plans cover preventative care at no cost, including a yearly mental health visit. Plus, benefit from affordable dental, vision plans, and competitive prescription drug prices.
* Financial & Retirement Benefits: Take advantage of our health savings, flexible spending accounts, and life and disability insurance. Plan for your future with our retirement options.
* Further Your Education: Avail nine waived credits per academic year for courses at any CU campus. We invest in your educational and professional growth.
* Wellness & More: From wellness programs aimed at achieving your best self to various additional benefits through CU Advantage, we prioritize well-being and holistic development.
* Want to know your total compensation? Use our [calculator](https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/total-compensation-calculators) to get the complete picture!

**Summary**

\*Usually in paragraph format\*

* Brief description of the organization and the position's role within the organization.
* Briefly describe the primary functions and/or program, e.g., day-to-day operations, supervisory, program development, management, fiscal accountability, etc.
* Briefly describe the scope of responsibilities…within the unit, campus, statewide, etc., and describe what, how, and why it is done.
* Should not exceed 5 sentences long.

**Essential Functions**

The duties and responsibilities of the position include, but are not limited to:

* Enumerate specific duties, including outcomes and how they are achieved.
* List the most critical/essential/important duties first. Give specific examples; do not use ambiguous terms.
* Describe the scope, content, and variety of work. Describe duties and responsibilities that require creative, analytical, evaluative, interpretive, or critical thinking.
* What problems will this position have to consider, what analysis will be done, and what are the impact and consequences of decisions made by this position? How will they resolve complex issues?
* What initiative, discretion, and creativity are allowed?
* List examples of courses that may be taught, if applicable.

**Minimum Qualifications**

Applicants must meet minimum qualifications at the time of hire.

* Education: State the degree required, including the specific field(s) of study that you would accept and the phrase “or a related degree.” For example, a bachelor’s degree in finance, accounting, or a related degree.
* Experience: Experience is not necessarily required for all positions. If no experience is necessary, do not include this section. All requirements must be quantified. What is the exact number of months or years of experience needed to perform the job? Please do not include a range. Be aware that stated experience requirements will be combined to calculate the total months/years.
* Special Skills: If licensure or certification is required, include that here. If these are required within xx months of hire, please also include that. If no licensure or certification is required, do not include this section.
* There should be roughly 3-5 minimum qualifications listed. State only the qualifications the position requires, **NOT** what the ideal candidate has. Please consult system policies as appropriate for guidance on the usual requirements of the position. https://www.cu.edu/ope/aps/5060

**Preferred Qualifications**

* Include up to 3-5 preferred qualifications. Ask yourself how the candidate would document that they meet each preferred qualification. If it would be difficult or impossible to document (e.g., personality traits), do not include it.

**Physical Requirements**

This section should list the physical requirements for a person to successfully perform the essential job duties with or without reasonable accommodation. Some examples of these requirements are strength guidelines, motion parameters, work environment, and vision and hearing requirements. Use the Functional Attributes of Job Duties section below.

**Tentative Search Timeline**

* Priority will be given to applications submitted by: **Month, Day, or Year**.
* Potential interview dates: **Month Day, Year - Month Day, Year.**
* Potential start date: **Month Day, Year.**

UCCS is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

In accordance with the Equal Pay for Equal Work Act, UCCS does not discriminate based on sex in our employment or compensation practices.

UCCS is committed to providing reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify our office at [hrhelp@uccs.edu](mailto:hrhelp@uccs.edu).