**(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.

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. This position is Non-Exempt/Exempt from the Fair Labor Standards Act (FLSA) overtime provisions.

**Work Location**: On-Site/Hybrid/Remote Eligible

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

* 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!
* [CU Advantage](https://advantage.cu.edu/campus/uccs)

Because this appointment is temporary, you will not be eligible to receive all of the benefits normally provided to members of the university staff under the standard University of Colorado benefits programs. You are not eligible to receive paid vacation leave, medical, or retirement benefits. However, you are eligible to accrue sick leave and you will accrue 0.034 hours of sick leave per hour worked.

**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, or statewide. Explain the duties, how they are performed, and why they are essential.
* Should not exceed five sentences long.

**Essential Functions**

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

* Essential functions of the role should be written to support the level of work and responsibility of its job level.
	+ University Staff: <https://hr.uccs.edu/job-classification-structure/job-levels>
	+ Faculty: <https://www.cu.edu/ope/aps/5060>
* 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.
* Clearly define the work's scope, content, and variety. Include duties that require creativity, analytical thinking, evaluation, interpretation, 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.

**Qualifications**

* Note: **Both required and preferred qualifications fall in this section**.
	+ If a qualification is required, consider verbiage like, “To be considered for this role, you must possess…” or “A Bachelor’s Degree in XXXX is mandatory.”
	+ If a qualification is preferred, consider verbiage like “Experience in XXXX is highly desirable” or “The ideal candidate possesses a certification in XXXX.”
* Education: State the degree required, including the specific field(s) you would accept. For example, “A Bachelor’s Degree in Finance or Accounting is required.”
	+ If experience will be accepted in place of a degree, state: “Substitution: Year-for-year experience will be considered as a substitution for the degree.” After the degree requirement. (We recommend generic education/substitution requirements to promote more inclusive job postings.)
* Experience: **Do not use a number of years or months.** When experience is required, consider a broad expression such as:
	+ For entry-level roles: “Ability to learn and apply new skills in XXXX.”
	+ For mid-level roles: “Experience supporting or coordinating XXXX initiatives.”
	+ For senior roles: “Proven track record in directing and implementing XXXX strategies.”
* Special Qualifications: If licensure or certification is required, please include it here. If these are needed within xx months of hire, please also include that. If no licensure or certification is needed, do not include this section.
* Aim to list approximately 3-5 essential qualifications.
* Ask yourself how the candidate would document how they meet each of the qualifications. If the qualification is difficult or impossible to quantify (e.g., personality traits, verbal and oral communication skills), do not include it in this section.

**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.