

# JOB AD TEMPLATE

**INSTRUCTIONS:**

**If you are creating a job requisition in Workday, use this template to complete and then copy/paste into the Job Description Section and attach the file to the requisition. The job description section of the job requisition is what will appear on the job posting.**

**If your job requisition is already created in Workday, please email this completed template along with the completed** [**Request for Ad Quote form**](https://www.unlv.edu/sites/default/files/page_files/1768/request-for-ad-quote.pdf) **(if applicable) to unlvhrRecruitment@unlv.edu.**

**If your job requisition requires special instructions, i.e. linking an evergreen, please specify in your email to the address referenced above.**

**Position Number \_\_\_\_\_\_\_\_\_\_\_\_\_**

**SELECT ONE:**

**EXTERNAL RECRUITMENT**

**INTERNAL RECRUITMENT** [OPEN TO **NSHE** CLASSIFIED EMPLOYEES ONLY]

**INTERNAL RECRUITMENT** [OPEN TO **UNLV** CLASSIFIED EMPLOYEES ONLY]

**INTERNAL RECRUITMENT** [OPEN TO **UNLV DEPARTMENT** CLASSIFIED EMPLOYEES ONLY]

The University of Nevada, Las Vegas invites applications for **<POSITION TITLE > [JOB REQUISITION NUMBER]**

**ROLE of the POSITION**

<ENTER HERE>

<OPTIONAL> **<PROFILE of the DEPARTMENT/COLLEGE - INCLUDE COMMITMENT TO DIVERSITY>**

**<**ENTER HERE>

**MINIMUM QUALIFICATIONS**

**<HR WILL COMPLETE THIS SECTION TO INCLUDE MINIMUM QUALIFICATIONS DEFINED BY THE STATE OF NEVADA’S CLASSIFICATION SYSTEM>**

<OPTIONAL> **PREFERRED QUALIFICATIONS**

<ENTER HERE>

**<FOR INTERNAL RECRUITMENTS ONLY>**

This recruitment is limited to current classified employees who have served at least six months of continuous full-time equivalent service in a probationary, special disabled, emergency, provisional or permanent status, or any combination of these, in the classified service AND who is currently working in the area specified in this job advertisement.

**COMMITMENT to DIVERSITY**

The successful candidate will demonstrate support for diversity, equity and inclusiveness as well as participate in maintaining a respectful, positive work environment.

**SALARY**

**<HR WILL COMPLETE THIS SECTION>**

Grade \_\_\_ Step 1, salary \_\_\_\_\_\_\_\_. "Step" means the number assigned by the Division of Human Resource Management to identify a specific rate of pay within a grade. Per Nevada Administrative Code (NAC 284.170), salaries for initial appointments for classified positions typically begin at Step 1.

[BENEFITS OF WORKING AT UNLV](https://www.unlv.edu/hr/benefits)

* Generous compensation packages, separate paid time off for annual and sick leave, and holidays
* Excellent health insurance including medical, dental, and vision
* No state income tax
* Comprehensive retirement plans and voluntary benefits programs
* Tuition discounts at Nevada System of Higher Education (NSHE) schools
* Tuition discounts for spouses, domestic partners, and dependents

PERKS

* Flexible work schedule (depending on your department)
* Employee recognition and appreciation programs
* [Personal and professional development opportunities](https://www.unlv.edu/hr/learning-development)
* UNLV athletics ticket discounts
* Employee discount at [UNLV’s Student Wellness Recreation Center](https://www.unlv.edu/campusrec/fitness)
* Statewide employee purchase program discounts
* [RebelCard](https://www.unlv.edu/rebelcard) discounts on and off campus
* [Wellness programming](https://www.unlv.edu/hr/facultystaffwellness) for all UNLV faculty and staff at no cost

**HOW TO APPLY**

THIS RECRUITMENT MAY CLOSE PRIOR TO THE ANNOUNCED CLOSING DATE BELOW BASED ON VOLUME OF APPLICATIONS RECEIVED.

Submit a letter of interest (cover letter) and a detailed resume listing qualifications and experience. If you are a veteran, please attach your DD-214 or other applicable official documentation to your application as evidence of Veterans or Disabled Veteran’s status.

Attach ALL documents in the CV/Resume attachment section when applying.

Applicants should fully describe their qualifications and experience, with specific reference to each of the minimum and preferred qualifications because this is the information on which the initial review of materials will be based. The resume must have a detailed description of the major duties that you performed as a part of each job; applicants must demonstrate that they qualify for this position. Education (including High School) and experience must be clearly documented. Your application will NOT be moved forward if your application is incomplete.

This recruitment will close at midnight (Pacific Standard Time) on < [HR will enter date]>. Materials should be addressed to <SEARCH CHAIR/HIRINGMANAGER> and must be submitted through Workday, as we do not accept emailed materials. For assistance with the application process, contact UNLV Human Resources at (702) 895-3504 or [UNLVJobs@unlv.edu](mailto:UNLVJobs@unlv.edu).

**SPECIAL INSTRUCTIONS FOR INTERNAL NSHE CANDIDATES**

UNLV employees or employees within the Nevada System of Higher Education (NSHE) MUST use the “Find Jobs” process within Workday to find and apply for jobs at UNLV and other NSHE Institutions. Once you log into Workday, type "Find Jobs" in the search box which will navigate to the internal job posting site. Locate this specific job posting by typing the job requisition number, **<“R0XXXXXX”>** in the search box.

If you complete an application outside of the internal application process, **your application will be returned and you will have to reapply as an internal applicant which may delay your application.**

**PROFILE of the UNIVERSITY**

Founded in 1957, UNLV is a doctoral-degree-granting institution comprised of approximately 30,000 students and more than 3,600 faculty and staff. To date, UNLV has conferred more than 152,000 degrees, producing more than 130,000 alumni around the world. UNLV is classified by the Carnegie Foundation for the Advancement of Teaching as an R1 research university with very high research activity. The university is committed to recruiting and retaining top students and faculty, educating the region's diversifying population and workforce, driving economic activity through increased research and community partnerships, and creating an academic health center for Southern Nevada that includes the launch of a new UNLV School of Medicine. UNLV is located on a 332-acre main campus and two satellite campuses in Southern Nevada.

Here at UNLV, we have come together and created one of the most affirmative and dynamic academic environments in the country. UNLV sits in the top spot in U.S. News & World Report’s annual listing of the nation’s most diverse universities for undergraduates. The university has ranked in the top ten since the rankings debuted more than a decade ago. We continue to show our commitment to serving our wonderfully diverse population and building the future for Las Vegas and Nevada.

For more information, visit us on line at:  [http://www.unlv.edu](http://www.unlv.edu/)

**EEO/AA STATEMENT**

<Where cost is a material factor, the abbreviated statement can be used in lieu of the preferred complete statement>

<PREFERRED STATEMENT> The University of Nevada - Las Vegas (UNLV) is committed to providing a place of work and learning free of discrimination on the basis of a person’s age (40 or older), disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race (including hair texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion (protected classes). Discrimination on the basis of a protected class, including unlawful harassment, which is a form of discrimination, is illegal under federal and state law. Where unlawful discrimination is found to have occurred, UNLV will act to stop the unlawful discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible.

- or –

<ABBREVIATED STATEMENT> EEO/AA/Vet/Disability Employer

**TITLE IX STATEMENT**

The University of Nevada, Las Vegas, does not discriminate on the basis of sex in any education program or activity that it operates. Non-discrimination on the basis of sex is mandated by Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 et seq.) and the corresponding implementation regulations (34 C.F.R. Part 106). The University’s commitment to nondiscrimination in its education programs and activities extends to applicants for admission and employment. Inquiries concerning the application of these provisions may be referred to: Michelle Sposito, J.D., Title IX Coordinator, University of Nevada, Las Vegas, 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV 89154-1062, Frank and Estella Beam Hall (BEH) Room 553, Telephone: (702) 895-4055; Email: titleixcoordinator@unlv.edu, or to The Assistant Secretary of the United States Department of Education, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100; Telephone: 1-800-421-3481 FAX: 202-453-6012; TDD: 1-800-877-8339; Email: OCR@ed.gov; or to both.

Information pertaining to the University’s grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the University will respond can be found online at the [Office of Equal Employment & Title IX](https://www.unlv.edu/compliance) webpage.

**SAFETY AND SECURITY STATEMENT**

UNLV is committed to assisting all members of the UNLV community in providing for their own safety and security. [The Annual Security Report and Annual Fire Safety Report compliance document](https://www.unlv.edu/police/report) is available online.

**JOB CATEGORY**

Classified