**Classified Vacancy Announcement**

**INTERNAL JOB POSTING**

**Instructions:** Please fill in the *underlined/italicized* sections highlighted in yellow below and remove that formatting before copying and pasting this Vacancy Announcement into the Job Description section of the *Create Requisition* business process. Please use only the Official classification title for your position on the top line rather than a working title. (i.e. Administrative Assistant 2 rather than Reservations Assistant)

***Position Title, Department* [Open to Current *NSHE/UNLV* Classified Employees Only]**

The University of Nevada, Las Vegas invites internal applications for the position of *position title, department*

**ROLE of the POSITION**

*Enter a description of the position here.*

**QUALIFICATIONS**

HR will enter this information

**SALARY**

HR will enter this information

Grade \_\_\_\_ Step \_\_\_\_, 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.

**APPLICATION DETAILS**

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

**This is an internal recruitment. To apply for the position, you must log into Workday.**

Submit a letter of interest and a detailed resume listing qualifications and experience. If you are a veteran, please attach your DD-214 to your application as evidence of Veteran’s status. All of these documents should be attached in the CV attachment section. 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 *\_\_\_Hiring Manager\_,* and are to be submitted online by logging into Workday. Locate internal recruitments by typing “find jobs” in the search bar or using the Career Worklet on your landing (home) page. We do not accept emailed materials. For assistance with the application process, contact UNLV Human Resources at (702) 895-3504 or [applicant.inquiry@unlv.edu](mailto:applicant.inquiry@unlv.edu).

UNLV is an Equal Opportunity / Affirmative Action educator and employer committed to achieving excellence through diversity. All qualified applicants will receive consideration for employment without regard to, among other things, race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, sexual orientation, genetic information, gender identity, gender expression, or any other factor protected by anti-discrimination laws. The University of Nevada, Las Vegas employs only United States citizens and non-citizens lawfully authorized to work in the United States. Women, under-represented groups, individuals with disabilities, and veterans are encouraged to apply.

**Under additional job description please enter:**

Attach a resume and cover letter.