

# VACANCY ANNOUNCEMENT

**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**](mailto:unlvhrRecruitment@unlv.edu)**.**

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

**SELECT ONE:**

**\_\_\_\_ EXTERNAL RECRUITMENT**

**\_\_\_\_ INTERNAL RECRUITMENT [OPEN TO NSHE EMPLOYEES ONLY]**

**\_\_\_\_ INTERNAL RECRUITMENT [OPEN TO UNLV EMPLOYEES ONLY]**

**\_\_\_\_ INTERNAL RECRUITMENT [OPEN TO UNLV DEPARTMENT EMPLOYEES ONLY]**

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

**PROFILE of the UNIVERSITY**

Founded in 1957, UNLV is a doctoral-degree-granting institution comprised of approximately 31,000 students and more than 3,900 faculty and staff. To date, UNLV has conferred more than 136,000 degrees, producing more than 120,000 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>

**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.

**PROFILE of the DEPARTMENT/COLLEGE**

**<OPTIONAL> <ENTER PROFILE OF DEPARTMENT/COLLEGE HERE>**

**COMMITMENT to DIVERSITY of the DEPARTMENT/COLLEGE**

**<OPTIONAL> <ENTER COMMITMENT TO DIVERSITY OF DEPARTMENT/COLLEGE HERE>**

**ROLE of the POSITION**

**<ENTER JOB DETAILS HERE>**

**VACCINATION MANDATE POLICY**

Per the [Nevada System of Higher Education (NSHE) Emergency COVID-19 Employee Vaccination Policy](https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/Handbook/title2/T2-CH12%20Emergency%20COVID-19%20Employee%20Vaccination%20Policy.pdf), all NSHE employees must be vaccinated against COVID-19 or have an approved medical or religious waiver request.  All candidates for employment must have this information on file with Human Resources prior to their start date. Information about how the policy applies to new hires is now available on the [COVID-19 Employee Vaccine Mandate webpage](https://www.unlv.edu/coronavirus/vaccine-mandate).

**MINIMUM QUALIFICATIONS**

This position requires a **<DEGREE REQUIREMENT>** from a regionally accredited college or university and **<EXPERIENCE REQUIREMENT>.** Credentials must be obtained prior to the start of employment.

**PREFERRED QUALIFICATIONS**

<OPTIONAL><ENTER HERE>

**SALARY RANGE**

Salary competitive with those at similarly situated institutions. Position is contingent upon funding.

**APPLICATION DETAILS**

Submit a letter of interest, a detailed resume listing qualifications and experience, and the names, addresses, and telephone numbers of at least three professional references who may be contacted. 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.

Although this position will remain open until filled, review of candidates’ materials will begin on **<DATE>**. Materials should be addressed to **<NAME>**, Search Committee Chair, and are to be submitted online as we do not accept emailed materials. For assistance with the application process, please 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 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.**

**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.

**EEO/AA STATEMENT**

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

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.

- or -

EEO/AA/Vet/Disability Employer

**TITLE IX STATEMENT**

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of 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, color or religion pursuant to Title 4, Chapter 8, Section 13 of the NSHE Handbook. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV’s Title IX Coordinator Michelle Sposito. The Title IX Coordinator can be reached through the online reporting form, by email at [titleixcoordinator@unlv.edu](mailto:titleixcoordinator@unlv.edu), by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

**Job Category**

**<ACADEMIC OR ADMINISTRATIVE>** Faculty