

**CLASSIFIED 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. The job description section of the job requisition is what will appear on the job posting. 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)**

**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****.**

**Please indicate recruitment type: (SELECT ONE)**

**\_\_\_ OPEN to the PUBLIC/NATIONAL SEARCH**

**\_\_\_ OPEN TO Current Classified Nevada System of Higher Education Employees (NSHE) ONLY**

**\_\_\_ OPEN to Current UNLV Classified Employees ONLY**

The University of Nevada, Las Vegas invites applications for **<POSITION TITLE > [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. 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.

**ROLE of the POSITION**

**<ENTER JOB DETAILS HERE>**

**QUALIFICATIONS**

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

**PREFERRED QUALIFICATIONS**

**<ENTER ANY PREFERRED QUALIFICATIONS HERE OR DELETE IF NOT APPLICABLE>**

**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.

**APPLICATION DETAILS**

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 Veteran’s or Disabled Veteran’s status.

**All documents should be attached 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 online. We do not accept emailed materials. For assistance with application process, contact UNLV Human Resources at (702) 895-3504 or 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, 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**

Classified