# Position Posting

# Supplemental Form

Purpose of the Form: To provide HR with information needed to build a position announcement.

What You Will Need:

1) Approval via the HR Position Request via E-Forms.

2) Please email the completed information to Human Resources office at hr@uwsp.edu.

TTC Title:

TTC Code:

Business Title:

(HR approval needed if business title differs from TTC title. Limit of 30 characters including spaces)

Principal Work Location:

[ ]  UW-Stevens Point Main Campus

[ ]  UW-Stevens Point at Marshfield

[ ]  UW-Stevens Point at Wausau
[ ]  Other:

Building:       Room:

Supervisor Name:

Supervisor Title:

*Reports To for performance management*

Proposed Wage Min:       Proposed Wage Max:

Work Schedule

[ ]  Monday [ ]  Tuesday [ ]  Wednesday [ ]  Thursday [ ]  Friday [ ]  Saturday [ ]  Sunday

Start Time:       End Time:

Additional Work Schedule Information

[ ]  Holiday Work Required [ ]  On Call Work Required [ ]  Varied Hours Required

Department:

Operational Area:

Department Description (if desired):

University Description: Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit [www.joinuwsp.org](http://www.joinuwsp.org) for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit [www.EverythingPointsHere.com](http://www.EverythingPointsHere.com).

(standard University description)

Position Summary:

Required Qualifications (bulleted list):

*

Preferred Qualifications (bulleted list):

*

Anticipated Appointment Date:

*Use a Monday, unless the Monday is a legal holiday*

Terms of Employment (which may include salary information):

|  |  |
| --- | --- |
| [ ]  | This is a tenure-track, academic year based faculty position. Salary will be commensurate with qualifications and experience. |
| [ ]  | This is an Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience. |
| [ ]  | This is an Academic Staff academic year based appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience. |
| [ ]  | This is a limited position, exempt from the Fair Labor Standards Act. Limited appointees serve at the pleasure of the appointing authority and are subject to Chapter UWS 15, Wisconsin Administrative Code, Wisconsin Statutes, Sections. 36.17, and UW System UPG #3. |
| [ ]  | This is an on-going University Staff position, non-exempt from the Fair Labor Standards Act. This position is required to serve a six-month probation period. |
| [ ]  | This is a project University Staff position, at will employment, and non-exempt from the Fair Labor Standards Act. |
| [ ]  |       |

When benefits eligible, this is included:

UW Stevens Point provides a competitive benefits package including monthly premiums starting at $32, deductibles starting at $250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)\*. Additional benefits and more information available on our [Total Rewards page](https://www.wisconsin.edu/ohrwd/total-rewards/).

Deadline type: [ ]  rolling (default) or [ ]  closed

Deadline date:

Deadline Information

|  |  |  |
| --- | --- | --- |
| Employee Type | Deadline Type | Minimum Duration |
| University Staff, Academic Staff, Limited | Rolling | 14 days |
| Faculty | Rolling | 30 days due to visa requirements |

Language to be used:

“To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on (DATE). However, screening may continue until the needs of the recruitment are met.”

Required Application Materials:

|  |  |
| --- | --- |
| Cover Letter:  | [ ]  Yes[ ]  No |
| Resume/CV:  | [ ]  Resume[ ]  Curriculum vitae |
| Transcripts: | [ ]  Not required to apply[ ]  Unofficial transcripts required to apply[ ]  Official transcripts required to apply |
| References: | Number to collect contact information from: [ ]  2 [ ]  3 [ ]  Other       |
| Other: (Portfolios, proof of licensure, etc.) (list will be bulleted) |
|  | [ ]  Job Requires Driving a State Vehicle[ ]  Pre-employment Physical Assessment Required[ ]  Pre-Employment Financial Check Required[ ]  Independent travel is a core function of the job[ ]       [ ]        |

Contact information for position announcement:

Name:

Title:

Email:

Phone:

University Staff Position Status:

[ ]  Project

[ ]  Permanent

How will this position support the mission of preparing our students for a diverse and inclusive world?

The below information will be included in the final job announcement:

|  |
| --- |
| The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.” Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at https://www.uwsp.edu/dos/clery/Pages/default.aspxThe University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.\*PTO offering prorated based on start date and hours worked. |