**Department: *Add information about your department culture that would entice candidates to apply.***

**Salary:** Minimum starting salary of $00,000\*

***\*****Varies based on type of position*

**Benefits are effective on the first day of employment!**

* Medical: High deductible plan with HSA or a standard PPO plan available.
* Vision and Dental insurance offered.
* Generous 403B contributions by employer and employee vested after 2 years.
* Tuition is waived for undergraduate and graduate courses!
* Up to four weeks of accrued vacation.
* Work Life Program to assist in achieving a balanced life between work and personal needs.

 For more, review *[enter employee type]* benefits\*

 **\*NOTE: Go to** [**benefits website**](https://www.gvsu.edu/hro/benefits/enrollment-and-eligibility-overview-363.htm) **and link to the appropriate employee type.**

**Position Overview**: *Copy from your approved job description.*

**Primary Duties**: *Copy from your approved job description. Consider shortening this list so that it is not exhausting for the applicant.*

**Required Knowledge, Skills, and Abilities**: *Copy from your approved job description.*

**Preferred Knowledge, Skills, and Abilities**: *Copy from your approved job description.*

**Working Conditions**: Normal office environment. Some travel may be required.

*This is only the first line of the job description for this section.*

**How to Apply (job requisition)**: Attach your cover letter and resume. *You may add additional required documents here.* The system will allow you to attach these documents electronically. If you have questions about the position or the posting, please contact *department contact & info*. If you need technical assistance, please call Human Resources at 616-331-2215.

**How to Apply (advertisement)**: Visit [www.gvsu.edu/jobs](http://www.gvsu.edu/jobs) to apply. If you have questions about the position or the posting, please contact *department contact & info*. If you need technical assistance, please call Human Resources at 616-331-2215.

**Application Deadline**: *Insert application deadline (date only) or use the options below:*

Consideration of applications will begin immediately, and the posting may be closed at any time at the discretion of the University.

Consideration of application will begin on DATE, and the posting may be closed at any time at the discretion of the University.

**Informational only, do not copy/paste into the job requisition:**

**The following is hardcoded into the end of the posting on GVSU Careers:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the Americans with Disabilities Act as amended by the ADA Amendment Act (2008), Section 504 of the Rehabilitation Act of 1973, and other applicable federal and state laws that prohibit discrimination on the basis of disability. GVSU will provide reasonable accommodations to qualified individuals with disabilities upon request. See www.gvsu.edu/affirmative/. TDD Callers: Call Michigan Relay Center at 711 (in State) or 1-800-833-7833 (out of State).

Grand Valley State University is an Affirmative Action/Equal Opportunity Employer, which includes providing equal opportunity for racial and ethnic minorities, women, protected veterans and individuals with disabilities. University policy extends protections to additional identities.