

## Appendix F

### UNIVERSITY OF NORTHERN COLORADO VACANCY ANNOUNCEMENT HIRING POOL

1. Position Title: \_\_\_\_\_ Position # \_\_\_\_\_
2. Qualifications and Experience: \_\_\_\_\_
3. Position Description: Candidates are sought to form a hiring pool for temporary (part-time or full-time) positions in all programs of the \_\_\_\_\_. Positions may include assignments in the following areas: \_\_\_\_\_
4. Salary and Benefits: commensurate with qualifications and experience. Benefits include health, life, and dental insurance as well as a selection of several defined contribution retirement programs.
5. Starting Date: \_\_\_\_\_
6. Contact and Application Deadline: Hiring pool is used to fill vacancies on a needs basis. Applications may be submitted any time but must be updated on a yearly basis. Federal regulations require that all documents submitted **by applicants be retained by the University. Materials will not be returned or copied for applicants.**
7. Location and Environment: The University of Northern Colorado is a Carnegie Research Intensive institution enrolling 10,670 graduate and undergraduate students. The university, founded in 1889, is located in the City of Greeley, which has a growing population of 72,500. Greeley is an hour north of Denver and 25 miles east of the Rocky Mountains. Further information about UNC and Greeley is available at <http://www.u.n.co.ed.u>.

This position is contingent on funding from the Colorado State Legislature, approval by the Board of Trustees, and subject to the policies and regulations of the University of Northern Colorado.

**The University of Northern Colorado is an AAEO employer and is committed to fostering diversity in its student body, faculty and staff.**