Staff Position Announcement

Posting Date:          Posting End Date:

Position Title:       Department:

Status: (Full-Time, Part-Time, Temporary) FLSA Status: (Non-Exempt or Exempt)

Special Qualifications:
In keeping with the President's commitment to Tuskegee University becoming “One Tuskegee”, the ideal [INSERT POSITION TITLE] will possess the willingness to use their expertise in transforming Tuskegee into a leading 21st century living and learning environment.

**The statements contained in this job announcement reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. **

Essential Duties and Job Responsibilities:

[INSERT JOB DETAILS HERE]

Qualifications:

[INSERT QUALIFICATIONS HERE]

Salary:
Commensurate with education, training and experience

Additional Position Information:
This position require weekend and after hour work job responsibilities?
This position require travel?
This position funded through restricted funding?
This is a temporary position, if temporary what is the end date of the position?

How to Apply:
Each applicant, including all current/existing employees, must complete and submit the following documents to employment@tuskegee.edu to be considered for the position.

1. A Tuskegee University employment application
2. Resume/CV
3. A list of three to five references (with detailed contact information)
4. Copies of unofficial transcripts. Please note that official transcript(s) will be required upon hire.

Applicants must meet the minimum qualifications and submit a completed application packet in order to be considered for the position.

The University reserves the right not to fill the position in the event of budgetary or operational constraints.

Paper Applications will NOT be accepted in the Office of Human Resources.
Contact Information for the Office of Human Resources:

Human Resources Department
Attn: Employment/Recruitment
101 Kresge Center
Tuskegee University
Tuskegee, Alabama 36088
Email Address: employment@tuskegee.edu

Equal Employment Opportunity Employer-Male/Female/Veteran/Disabled

Federal law requires identity and employment eligibility verifications on Form I-9 within three (3) business days of employment.

Must be able to pass a background check.