

Posting was successfully transitioned, and it was added to your watch list.



Watch List

APPLICANT TRACKING

Home Postings Applicants Hiring Proposals Onboarding Events | My Profile Help

Donald Lerew, you have 0 messages. Human Resources logout

Postings / Staff / [_Staff_DL1_For_Training \(Posted\)](#) / Summary



Posting: [_Staff_DL1_For_Training \(Staff\)](#) [Edit](#)

Current Status: Posted

Position Type: Staff

Sub-Department: Athletics (2119)

Created by: Donald Lerew

Owner: Human Resources

Take Action On Posting

[See how Posting looks to Applicant](#)

[Print Preview \(Applicant View\)](#)

[Print Preview](#)

Summary [History](#) [Settings](#) [Applicants](#) [Reports](#) [Hiring Proposals](#) [Associated Position Description](#)

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List**, in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

Position Details [Edit](#)

Posting Number

Posting Number	2013_00003P_STF
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Classification Details

Position Classification Title	VP & Provost (FT)
Position Classification Code	011
FLSA Status	Exempt
Salary Table	AD
Band	1
Step	0

Position Information

Position Title	_Staff_DL1_For_Training
Position Number	2013_00002PD_STF
Position Type	Staff
Employee Group	Administrative

Time Category	Full Time (1560-2080 hours)
Annual Hours	1560
# of Months	9
Hours Per Week	40
Work Dates	August 19 – May 18
Campus	Grantham
Community of Educators Category	Curricular Administrator
Hiring Range Low	\$1.00
Hiring Range High	\$200,000
Hiring Range Target	\$100,000
Hiring Range Approved Date	09/25/2013
Initiator Proxy Access	
Hiring Manager Proxy Access	
Internal HR Notes	

[Help](#)

Position Description

Position Summary	This position is responsible for...
Education Required	Bachelor's Degree
Education Preferred	Master's Degree
Experience Required	2-3 years in higher education
Experience Preferred	5-7 years in higher education
Skills, Characteristics Required for Position	<ul style="list-style-type: none"> - First skill - Second skill - etc. - etc.
Special Working Conditions	Occasional evenings and weekends for special events.
Driving Requirements	N/A
Essential Employee	N/A
Campus Security Authority	Yes - Position mandated by law to report crime to Dept of Safety/police.
Primary Duties	<ol style="list-style-type: none"> 1. First primary duty... 2. Second primary duty... 3. Maintain consistent and reliable attendance.
Secondary Duties	<ol style="list-style-type: none"> 1. Other duties as assigned.
Supervises: # of Administrative	2
Supervises: # of Staff	1
Supervises: # of Student	0

Posting Date	09/25/2013
Open Until Filled	Yes
Application Deadline	
Special Instructions to Applicants	
Pass Message	Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.
Fail Message	Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.
If you plan to advertise externally, indicate the advertising sources	HigherEdJobs.com, Patriot (Sunday)
Please list any other advertising sources	The Dillsburg Banner
Dates ads are to be run	Each week through October
Total amount to spend on advertising	\$500.00
Orgn-Acct to charge for advertising	2119-1234
Quicklink for Posting	http://messiah-sb.peopleadmin.com/postings/2720

Posting Specific Questions [Edit](#)

Required fields are indicated with an asterisk (*).

- How did you hear about this employment opportunity?
 - CCCU Website
 - Chronicle of Higher Education
 - Chronicle of Philanthropy
 - Dillsburg Banner
 - Diverse --Issues in Higher Ed
 - HBCU Connect
 - Hispanic Outlook in Higher Ed
 - HigherEdJobs.com
 - Intercom
 - Messiah HR Website
 - Messiah JobLine
 - Patriot (Sunday)
 - Reference - Dept Chair
 - Reference - Employee
 - Reference
 - Reference - Personal
 - Reference - Professional
 - Walk-In
 - Women in Higher Ed
 - Other Newspaper
 - Other

Applicant Documents [Edit](#)

Required Documents

- Cover Letter/Letter of Interest
- Personal Statement - Faith

Optional Documents

- Resume

Guest User [Edit](#)

Guest User Credentials

- Username: gu1054
- Password: cc096d

Email Addresses of Guest User Recipients

- dlerew@messiah.edu

Search Committee Members [Edit](#)

No Search Committee Members have been assigned to this Posting yet.

Evaluative Criteria [Edit](#)

1. Teaching Experience

State: Under Review by Hiring Manager**Weight:** N/A

- 1 = None
- 2 = Some
- 3 = Much
- 4 = Significant

2. Degree

State: Under Review by Hiring Manager**Weight:** N/A

- Yes
- No

Internal Posting Documents [Edit](#)

No documents have been attached.