 **POSITION ANNOUNCEMENT**

**Position Title:**

**Summary:**

**Required Qualifications and Education:**

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**Preferred Qualifications and Education:**

**Responsibilities – Essential Functions:**

**Responsibilities – Non-Essential Functions:**

**Salary:** Commensurate with experience or include range (please note that if range is listed, we can only offer in that particular salary range)

**Department/Division:**

**Campus:**

**How To Apply:**Apply online at [jobs.gvsu.edu](http://jobs.gvsu.edu/)and select "Apply now".  Please include a cover letter and resume. *You may add additional required documents here.* The online application will allow you to attach these documents electronically. On the application, you will be required to provide names, phone numbers, and e-mail address for three professional references. Applicants selected for interviews will be required to submit official transcripts prior to the interview. If you need assistance, call Human Resources at 616-331-2215. *You may add additional contact information here.*

**Application Deadline:**  Enter length of time you would like this posted. Human Resources encourages 7-10 days or “Consideration of applications will begin immediately and the posting may be closed at any time at the discretion of the University.”

**Allendale, Michigan 49401 - (616) 331-5000**

**For more information about Grand Valley, see our website at** [www.gvsu.edu](http://www.gvsu.edu)

**Grand Valley State University is an EOE which includes protected veterans and individuals with disabilities. See** [**http://www.gvsu.edu/affirmative/**](http://www.gvsu.edu/affirmative/)**. TDD Callers: Call Michigan Relay Center at 711 (in State) or 1-800-833-7833 (out of State)**