**POSITION ANNOUNCEMENT**

**SUMMARY**

**PRIMARY DUTIES**

1. Performs other duties as required/assigned by manager.

# KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

* (MUST INCLUDE WHETHER OR NOT THIS POSITION REQUIRES DRIVING A COMPANY/UNIVERSITY VEHICLE, IF IT DOES A VALID DRIVERS LICENSE IS A REQUIREMENT AND A MVR NEEDS TO BE CONDUCTED UPON HIRE)

**WORKING CONDITIONS**

Normal office environment. Some travel may be required.

**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 may 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 7-14 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/>. TDD Callers: Call Michigan Relay Center at 711 (in State) or 1-800-833-7833 (out of State)