

**EASTERN WASHINGTON UNIVERSITY
EMPLOYMENT BULLETIN**

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Positions available as of **October 17th, 2005:**

******CIVIL SERVICE/OPEN AND PROMOTIONAL******

The following position is available to all qualified individuals:

SECRETARY SENIOR (CS05-90): \$2,119 - \$2,669. This is an open and promotional recruitment to fill a vacant position in the General Undergraduate Academic Advising Offices. Recruitment period is October 21st through November 7th, 2005.

General Duties: This position will provide senior secretarial support to the Director and staff of the Department of General Undergraduate Academic Advising. Position will greet and respond to general inquiries from students, faculty and staff, referring visitors to supervisor or other staff and/or departments as appropriate. Position will be responsible for maintaining/updating office procedures and standards; modifying/maintaining databases, recordkeeping and filing systems; assist with daily and quarterly scheduling activities; be responsible for creation and maintenance of student academic advising file utilizing student information systems (SIS Plus, Banner, Accorde) in keeping with policies and regulations. Position will fulfill office operations, including monitoring budget status, developing travel itineraries, preparing typed documents. A complete job description is available on our website: www.ewu.edu/JobsNow

Special Notes: This position, during the course of university employment, will be involved in the receipt of, or accountability for, university funds or other items of value as well as unsupervised access with the developmentally disabled, vulnerable adults, or children under the age of 16. Successful applicants will be required to pass a background check. This is an Agency Shop position.

Minimum Qualifications: High School graduation or equivalent AND two years of increasingly responsible office experience involving occupational-level keyboarding/typing including transcription OR equivalent education/experience.

Selection Criteria: At least two years experience in a customer-service environment is required, to include a high volume of customer contact; "customers" could include the general public, other staff members, and/or students; "contact" must include a combination of at least three of the following: walk-in visitors, telephone inquiries, email inquiries, written inquiries. Preference will be given to candidates with two or more years of post-high school education; any experience working in an institute of higher education may be substituted year for year for the education requirement. Additional preference will be given to candidates with specific work experience in higher education in a student support services environment. Strong computer skills including experience working with complex database systems.

Application Procedure: Contact the Human Resources Office to have an application packet mailed or faxed. Applications may also be printed from the Human Resources web page. Applications must include all of the following:

1. EWU Employment Application
2. Cover letter addressing the job duties, qualifications, and selection criteria.
3. Resume, to include a chronological work history, education, achievements.

Submit EWU application by 5:00 PM on the closing date to the address listed below. This is an Agency Shop position.



EASTERN WASHINGTON UNIVERSITY

EMPLOYMENT BULLETIN

Eastern Washington University, in Cheney and Spokane, Washington, is a comprehensive university in a major urban community, serving a large traditional and non-traditional student population. Eastern Washington University provides high-quality liberal arts and professional education with co-curricular opportunities for its undergraduates and graduates. The university maintains a strong commitment to excellence in instruction, scholarship, and public service. Other programs continue to be integrated into the curriculum as the university responds to the ever-changing demographics of the Inland Northwest and the nation.

BULLETIN INFORMATION: This bulletin, which is published each Monday as positions become available, lists administrative, civil service, and coaching positions at Eastern Washington University. **Applications will only be accepted for positions listed during the dates and times indicated on this bulletin.**

Changes and/or modifications to this bulletin will be posted in the glass bulletin board on the first floor of Showalter Hall and outside of the Office of Human Resources, Showalter Hall, and Room 314. Applicants are encouraged to use the 24-hour job hotline at (509) 359-4390 for up-to-date information regarding positions available at Eastern Washington University or access our webpage at the address indicated below.



HUMAN RESOURCES WEBPAGE: <http://www.ewu.edu/x4715.xml>

MINIMUM QUALIFICATIONS: Applicants must meet the minimum qualifications in order to be considered for any position listed. Meeting the minimum qualifications does not guarantee successful completion of the application process.

SPECIAL ACCOMMODATIONS: Eastern Washington University strives to satisfy all requests for special access needs for persons with disabilities. Requests for such accommodation are welcome and may be made by calling the office of Human Resources at the number listed below.

QUESTIONS? For questions regarding information contained within this employment bulletin please call (509) 359-2381.

Eastern Washington University operates under an approved Affirmative Action plan. In accordance with applicable Washington Administrative Codes, supplemental certification shall be used for hiring and promoting members of underutilized, protected groups into job classes/categories for which goals and timetables have been set. Eastern Washington University is committed to increasing the diversity of its faculty, staff, students, and academic program offerings and to strengthening sensitivity to diversity throughout the institution. We are an affirmative action/equal opportunity employer and applications from members of historically underrepresented groups are especially encouraged to apply.

The successful candidate will be required to show proof of eligibility to work in the United States pursuant to Immigration and Naturalization Services law.

Federal Regulations (34 CFR Part 668) require that all prospective employees be notified regarding the availability of the Campus Safety and Security Report. This report contains comprehensive information and statistics on campus crime and safety for the three most recent calendar years, as well as policies and procedures for reporting crimes, policies concerning the security of and access to campus facilities, policies concerning campus law enforcement, and campus safety and crime prevention programs. Information on this report is available upon request from the EWU University Police Department (509-359-6300) or from the EWU Web site (<http://www.ewu.edu/AdminGuide/PolSafety/>).

PLEASE POST AND DISTRIBUTE

Division of Human Resources
Eastern Washington University
314 Showalter Hall
Cheney, WA 99004-2445

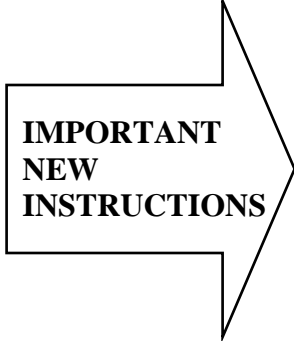
**EASTERN WASHINGTON UNIVERSITY
OFFICE OF HUMAN RESOURCES**

INSTRUCTIONS FOR APPLICANTS

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION PACKET FOR THIS POSITION.

APPLICATION PACKET: Each application packet will consist of an Application for Employment, a resume, and a detailed cover letter. The resume must include at a minimum: education, certifications, and work history including titles held, key responsibilities, employers and their location (city/state). The cover letter should address the job duties and position requirements as described in the job posting, and should specify how you meet the position requirements and the experience you possess that is relevant to the job duties.

The complete application packet must be received in the Human Resources Office by the closing date shown on the recruitment notice. Applications mailed must be postmarked on the closing date and received within three days to be considered. There are no exceptions to this rule. Applications may be typed or handwritten, provided they are clear and legible.



Carefully review the job posting and all instructions contained within this Application packet before beginning. As you are required to include a resume as part of your Application packet, you do not need to complete the “Employment Record” section on the Application for Employment. All other sections of the Application for Employment are required. Sign your Application materials where required, and keep a copy of your entire Application packet. Eastern Washington University will not provide copies of Applications on file. Additional information may not be added to your application packet after the closing date.

MINIMUM QUALIFICATIONS: Before you submit your application, be sure that you meet the minimum qualifications stated in the recruitment notice and list all experience that shows you meet them. Applicants who do not meet the minimum qualifications will not have their supplemental materials considered.

INTERVIEW/ORAL BOARD: If you are among the top group of applicants to be considered further, you may be invited to an interview/oral board. This will verify your background and experience as it relates to this position.

APPLICATION RESULTS: You will be notified in writing of the status of your application. If you have questions regarding your final status call the Office of Human Resources at (509) 359-2384 or email via hr@mail.ewu.edu. You may request a formal review of your application within 15 days after you are sent the results.

ELIGIBLE LISTS: If you pass the entire examination, your name will be placed on the appropriate eligible list. This list will be used to fill openings in the job for which you applied.

EASTERN WASHINGTON UNIVERSITY APPLICATION FOR EMPLOYMENT

Eastern Washington University is an affirmative action/equal opportunity employer and applications from members of historically underrepresented groups are especially encouraged.

Date _____ Position Title _____ Recruitment No. _____

Personal Data

Last	First	Middle		
Name				
Street Address		City	State	Zip Code
Home Telephone	Business or Message Telephone		Who Referred You to Us?	
Have you ever worked at this University or any other Washington State Agency?				
<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, give Agency and Dates				
Can you prove eligibility to work in the United States pursuant to Immigration and Naturalization Services law?				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
In case of emergency notify: Name, Address and Telephone				
Name, Relationship, Position and Department of Relative(s) working at the University				

Education

	Institution and Location	No. of Years Attended	Degree or Diploma	Major
High School or Name of School Where GED Received				
College or University (Undergraduate)				
College or University (Graduate)				
Technical, Business or Other				

Military

Have you served in the Armed Forces? <input type="checkbox"/> No <input type="checkbox"/> Yes	Branch	Entrance Date	Discharge Date	Total Active Duty Years/Mos/Days
Final Rank or Grade		Present Military Status		Veterans Discharged Honorably May Claim Veteran's Preference. Do You Claim Such Preference? <input type="checkbox"/> No <input type="checkbox"/> Yes
Describe Your Duty Assignments				

EMPLOYMENT RECORD
 List Present or Most Recent Employer First
 Use Additional Sheet If Needed

Employer			Title and Duties	Reason for Leaving
Firm Name	From Mo Yr	To Mo Yr		
Street Address				
City, State and Zip Code	Hrs Worked Per Week			
Type of Business	Salary	Start		
Supervisor and Telephone		Last		
Firm Name	From Mo Yr	To Mo Yr		
Street Address				
City, State and Zip Code	Hrs Worked Per Week			
Type of Business	Salary	Start		
Supervisor and Telephone		Last		
Firm Name	From Mo Yr	To Mo Yr		
Street Address				
City, State and Zip Code	Hrs Worked Per Week			
Type of Business	Salary	Start		
Supervisor and Telephone		Last		
Firm Name	From Mo Yr	To Mo Yr		
Street Address				
City, State and Zip Code	Hrs Worked Per Week			
Type of Business	Salary	Start		
Supervisor and Telephone		Last		

Are you presently employed? <input type="checkbox"/> No <input type="checkbox"/> Yes May we contact your employer(s)? <input type="checkbox"/> No <input type="checkbox"/> Yes	List Professional Licenses or Permits. Include Driver's License.
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REFERENCES (Indicate references who have first-hand knowledge of your character, ability to work effectively with people, and other professional abilities.)

Name	Address and Telephone	Title

1. Bonding requirements for certain positions require that the incumbent have no record of conviction of a felony. Would you be able to meet such a requirement? <input type="checkbox"/> No <input type="checkbox"/> Yes 2. If not, was the date of conviction within ten years of the date of this application? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If Question No. 2 was answered "Yes," please explain.	

I certify that what is written on this form and the attachments is true to the best of my knowledge. Furthermore, I attest under penalty of perjury that my answer to the question regarding eligibility to work in the United States is true and correct. I authorize the University to obtain information from any source necessary for an employment decision. I understand that neither this document nor any offer of employment from the University constitutes an employment contract unless a specific document to that effect is executed by the University and employee in writing. If employed, I understand that false or misleading information given in my application materials or interviews may result in discharge. I understand, also, that I am required to abide by all University rules and regulations.

Signature _____

Date _____

**Eastern Washington University
Applicant Data Sheet**

Voluntary Information

Eastern Washington University is an affirmative action employer. In order to assist us in meeting our affirmative action commitments and providing the necessary reports to federal and state agencies, we would appreciate you providing this information. All information will be maintained in a confidential manner.

Name: _____ **Position:** _____

Street Address: _____ **Home Phone:** (_____) _____

City: _____ **State:** _____ **Zip:** _____

Sex: Male ___ Female ___

Age 40-70: Yes ___ No ___

Name, Relationship & Position of Relative(s) Working at the University.

Which race do you consider yourself to be:

- | | |
|--|----------------------|
| ___ (800) White | ___ (653) Hawaiian |
| ___ (941) Aleut | ___ (611) Japanese |
| ___ (600) Asian Indian | ___ (612) Korean |
| ___ (870) Black or African-American | ___ (655) Samoan |
| ___ (605) Chinese | ___ (617) Thai |
| ___ (935) Eskimo | ___ (619) Vietnamese |
| ___ (608) Filipino | |
| ___ (597) American Indian -Tribe (_____): | _____ |
| ___ (_____) Other Asian or Pacific Islander: | _____ |
| ___ (_____) Other Race: | _____ |

Are you OR are you not of Spanish/Hispanic Origin?

- ___ (999) No, not of Spanish/ Hispanic Origin
___ (703) Yes, Cuban
___ (722) Yes, Mexican, Mexican/ American, Chicano
___ (727) Yes, Puerto Rican
___ (_____) Yes, other Spanish/Hispanic: _____

Disabled Person:

Yes ___ No ___

If yes, please complete the second page of this form.

Military Status:

- ___ (_____) Non-Veteran
___ (VV) Vietnam Era Veteran
___ (OV) Other Veteran
___ (SV) Spouse of Deceased Vet
___ (DV) Disabled Vietnam Vet
___ (DO) Disabled Other Veteran
___ (OV) Persian Gulf War Veteran

Additional Military Information:

Please check only if you received a campaign badge/medal:

- ___ (OV) Crisis in Lebanon
___ (OV) Invasion of Grenada
___ (OV) Operation Just Cause
___ (OV) Operation Restore Hope
___ (OV) Operation Uphold Democracy
___ (OV) Operation Joint Endeavor

<u>Education:</u>	<u>Year Obtained</u>	<u>Institution</u>	<u>Major</u>
(04) High School:	_____	_____	_____
(07) Associate:	_____	_____	_____
(08) Bachelor's:	_____	_____	_____
(09) Master's:	_____	_____	_____
(11) Other Doctorate:	_____	_____	_____
(12) Ph.D.:	_____	_____	_____

Vocational Certification (05): State _____ Date _____ Field _____

Disabled Person:

(1) Ambulatory/ Mobility

(2) Visual

(3) Hearing

(4) Mental/ Psychological

(5) Multiple Handicap

(9) Other _____

This information will be used in accordance with the American's with Disability Act.

TO BE COMPLETED UPON HIRING:

Date of Birth: ____ / ____ / ____ Work Address: Bldg _____ Rm _____ MS# _____

Work Phone: _____ Fax Number: _____ E-mail Address: _____

Confidential Home Address: Yes ___ No ___ Confidential Home Phone: Yes ___ No ___

Emergency Contact: Name _____ Phone Number _____