|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Working Title:** Click here to enter title. | | | **Appt. Percent:** Click here | |
| **Hiring Unit:** Click here to enter unit. | | | **Num. Positions:** Click here | |
| **Anticipated Start Date:** Click here to enter a date. | | | | |
| **Appointment Type:**  *(select one from each row)* | Academic Staff | Limited | | |
| Academic (9-mo) | Annual (12-mo) | | Terminal |

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| **Search Chair/Committee:**  Click here to enter. |

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| **Required Application Materials** (check all that  apply)    *A Recruitment Efforts Plan (REP) is required for limited or academic staff at salary Range 8 minimum or above. Submit an REP form with PVL if required.* | Resume |  |
| Cover letter |  |
| Work History |  |
| References at application (*pdf list*) |  |
| Other materials  (*e.g. writing sample*) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Search Terms** (*select as many as preferred*) | | | |
|  | Academic Advising, Student Service/Support |  | Accounting, Finance, Purchasing |
|  | Communications, Editing |  | Computer Science |
|  | Development, Alumni Affairs |  | Dean/Director/Executive |
|  | Extension, Outreach, Public Engagement |  | Event Planning, Program Coordination |
|  | Graphic Design |  | Facilities, Skilled Trades, Maintenance |
|  | Human Resources, Payroll |  | Grant/Research/Contract Management |
|  | Instructional |  | Informational Systems/Technology |
|  | Laboratory Technician, Research Specialists |  | Instructional Design |
|  | Library, Museum, Arts |  | Management/Supervisory |
|  | Marketing, Public Relations |  | Training, Employee Development |
|  | Office and Administrative Support |  | Web Design/Development |
|  | Research, Scientific |  | Other |

**Application instructions:**

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| *e.g. Please upload a current resume/CV and a detailed cover letter addressing your relevant background for and interest in the position.* |

**Advertising Summary (1-2 sentences only, appears on first webpage)**

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| --- |
| Click here to enter. |

**Degree and area of specialization:**

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| --- |
| Click here to enter. |

**Licensure/Certificate** (if appropriate)

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| Click here to enter. |

**Minimum number of years and type of relevant work experience *(2000 char)*:**

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| Minimum Required Qualifications:   * Click here to enter text. * Ability to work effectively within a diverse community * Demonstrated commitment to creating an inclusive work environment   Preferred Qualifications:   * Click here to enter text. |

**Position Summary *(4000 char)*:**

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| Click here to enter. |

**Principal duties- *does not appear online (32,000 char)*:**

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| Click here to enter.   * Promote respect and the practice of civility in the workplace |

**Additional Information (4000 char):**

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| Click here to enter.  **SCHOOL OF HUMAN ECOLOGY:** The mission of the School of Human Ecology is to understand the complex relationships and interdependence among individuals, groups and families, and to focus on quality-of-life issues through research, creative innovation, education, and outreach. The School has four academic departments (Civil Society and Community Studies, Consumer Science, Design Studies, and Human Development & Family Studies) with a collective undergraduate enrollment of 1,200 students, and 100 graduate students. Faculty members in the School of Human Ecology often affiliate with centers and programs including the Center for Community and Nonprofit Studies, the Center for Demography and Ecology, the Center for Child and Family Well-Being, the Center for Financial Security, the Institute on Aging, the Institute for Research on Poverty, the LaFollette School of Public Affairs, and the Center for Research on Women and Gender. See <http://sohe.wisc.edu>  **UW-MADISON**: The University of Wisconsin-Madison has a strong reputation as a research university and for producing research that improves people’s lives. The University consistently ranks among the top 6 institutions in national research expenditures. In 2015, the University received a community engagement award from the Carnegie Foundation for its commitment to deeply engaging with local, regional, national, and global communities. It is a land-grant institution with an enrollment of about 43,000 students. The University provides excellent technology and library resources. Madison (pop. 243,000) is the state capital and combines the culture of a large urban area with the comfort of a small city. See <http://wisc.edu> |

**PVL Data**

|  |  |
| --- | --- |
| **Date Submitted:** Click here to enter. | **PVL Num:** Click here to enter. |
| **Campus approved title:**  Click here to enter. | **Title Code:**  Click here to enter. |

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| **Primary hiring department or unit** | |
| **Name:** Click here to enter. | **UDDS**: Click here to enter. |
| **Operational Area (if applicable)** | |
| **Name:** Click here to enter. | |

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| **Fund/Activity/Project 1:** Click here to enter. |
| **Fund/Activity/Project 2:** Click here to enter. |
| **Fund/Activity/Project 3:** Click here to enter. |

**Hire Information**

|  |  |
| --- | --- |
| **Name:**  Click here to enter. | **Gender:** Click here to enter. |
| **Permanent Address:**  Click here to enter. | **Email:**  Click here to enter. |
| **Birthdate:** Click here to enter. | **Supervisor:** Click here to enter. |
| **Start Date:** Click here to enter. | **\*End Date**: Click here to enter. |
| **Final FTE:** Click here to enter. | **Salary:** Click here to enter. |

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| **Highest Degree Obtained:** Click here to enter. |
| **Institution Granting Degree:**  Click here to enter. |
| **Date Degree Obtained (M/D/Y):** Click here to enter. |

\*End date only necessary if terminal appointment