Posting Format

This document details the format that will be used for System Administration positions in CU Careers. Departments can request additional information be added to their posting.

Department Description

This section provides a quick description of the department the positon is held in.

1. **Department example**: Employee Services provides the CU community with services from recruitment to retirement. The office provides technical expertise while administering benefits, professional development, payroll, individual tax management, and strategic HR programs. The functional areas of Employee Services include payroll, technologies, benefits, retirement, financial education, learning and development, international tax and human resources.

   a. Department Descriptions: http://www.cu.edu/controller/system-administration-offices

Position Description

This section describes of the position that is provided on the position and budget form.

1. **Position Example:** This position performs and supervises all activities necessary to process one or more payrolls, including maintaining related records, filing tax reports and voluntary deduction reports, processing involuntary deductions such as levies and garnishments, preparing accounting transactions and documents, documenting and updating procedures, and preparing special reports for senior management. Supervises or leads a team of 1-2 Payroll Practitioners or assistants.
2. **Key Responsibilities Example:** This is typically a "working supervisor" who spends more than 50% of time personally performing payroll processing and related activities. If incumbent spends more than 50% of time planning, coordinating and supervising, match the position to one of the payroll management positions.

Duties & Responsibilities:

This section will list the specific duties and responsibilities that the incumbent will be doing on an ongoing basis. All duties and responsibilities should be short, concise statements that begin with a verb. Common Verbs used for duties include: Oversee, Evaluate, Collaborate, Identify, Act, Manage, Complete, Drafts, Enforce, Maintain, Resolve, Negotiate, Coordinate, Assist, Determine,

 A well written duty statement will answer the following questions:

1. What is happening?
2. To whom/what is the action be directed?
3. Why is the action being done?
4. How is the action completed?

Sample Duty statements:

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1. Review and document all new processes in SharePoint for the department to ensure accuracy and consistency.
2. Answer all incoming customer service calls and email inquiries within the SLA to ensure high level of customer service.
3. Maintain working relationships with key stakeholders for each campus to promote and foster collaborative decision making.

Knowledge, Skills, and Abilities:

Knowledge is the theoretical or practical understanding of a subject. For example, an employee might have knowledge of the ADDIE model used in instructional design. This doesn't mean the employee knows how to be an instructional designer. It means they know the model.

Skills are the proficiencies developed through training or experience. Using the ADDIE example, the employee has demonstrated skills in applying the ADDIE model when designing training programs. Skills are usually something that has been learned. So, we can develop our skills through the transfer of knowledge.

Abilities are the qualities of being able to do something. There is a fine line between skills and abilities. Most people would say the differentiator is whether the thing in question was learned or innate. I think of organization and prioritization as abilities that can help an employee develop their instructional design skills.

To be successful in this position a candidate will need the following:

- Knowledge of payroll, accounts receivable, and accounts payable processes
- Knowledge of HRIS system functionality
- Skilled in using excel creating pivot tables and reports
- Skilled in pulling reports using HRIS system
- Ability to maintain confidentiality
- Ability to interpret payroll data and present information
- Ability to manage and complete a project without set deadlines

Who we are and What we offer

This section defines the standard language to identify this as a system administration position and can define the exact location of the position. This section also speaks to salary and benefits. Variables that will be different include the location, and potential salary information.

1. **Who we are:** System Administration, which also houses the Office of the President, is located in the uptown neighborhood of Denver with an office in Broomfield and a few smaller offices located on the campuses. However, this position is located in **{Location}.** Many of our departments support the educational and research missions of the four University of Colorado campuses. We provide diverse opportunities for professional development, innovation, and collaboration with talented staff and faculty.

2. **What we offer: Salary:** The salary has been established at $**{amount}**. (**OR)** Salary is competitive and commensurate with skills and experience. (*** This option can be chosen in lieu of posting the salary amount.)

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Benefits: The University of Colorado offers an excellent benefits package including:

- *Medical:* Multiple plan options
- *Dental:* Multiple plan options
- *Additional Insurance:* Disability, Life, Vision and Wellness
- *Retirement 401(a) Plan:* Employer contributes 10% of your gross pay
- *Paid Time Off:* Accruals over the year
    - Vacation Days: 22
    - Sick Days: 15
    - Holiday Days: 10
- *Tuition Benefit:* System employees have the benefit on all campuses
- *ECO Pass:* RTD Bus and light rail service
- *Additional Perks & Programs:* Click here to access a few more Perks and Programs

Click here to access our Total Compensation Calculator to see what your total rewards could be at CU. This position is a University Staff position.

For more information on benefits programs, including eligibility, is available at www.cu.edu/employee-services/.

Qualifications

This section defines the minimum qualifications that a candidate **must** meet in order to be considered a qualified candidate for the position. These qualifications should be measurable. Preferred qualifications define the qualities of a candidate that are preferred but not required.

Minimum Qualifications:

- Bachelors' degree or equivalent experience (experience may be substituted for the educational requirement on a year for year basis).
- Two (2) years of experience in a customer service role.

Preferred Qualifications:

- Master's Degree in Business Administration
- PMP Certification

Special Instructions

This section defines the standard language within the Special Instructions section.

1. Review of applications will continue until the position is filled. **(OR)** For full consideration completed applications must be submitted by **{Date}**. Reference checking is a standard step in our hiring process. You may be asked to provide contact information, including email addresses, for up to five references as part of the search process for this position. *Please note: All application materials must be submitted through CU Careers; emailed materials will not be considered.*

The University of Colorado is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history. The Immigration Reform and Control Act requires a verification of employment eligibility be documented for all new employees by the end of the third day of work. The University of Colorado is committed to diversity and equality in education and employment.

We are committed to an inclusive and barrier-free search process. We provide accommodations for applicants requesting accommodation through the search process such as alternative formats of this posting. Individuals with disabilities in need of accommodations throughout the search process should contact the ADA Coordinator at:systemhr@cu.edu.

Application Materials Instructions

This section defines the standard language within the Application Materials Instructions section.

1. You must attach a **cover letter, resume, and references** to your application as three separate documents. **Please identify the job specific minimum qualifications you possess in your cover letter.** Also, ensure you check the **"Job Specific Attachments"** box next the each document on the **"Required Documents"** page of the application for the appropriate documents to be attached.

Pre-screening Questions

This section defines the pre-screening questions that will be added to every System Administration positon.

1. I understand that I must attach the following required documents for the posting: cover letter, resume, and references, and check the **"Job Specific Attachments"** box next to each document on the following **"Required Documents"** page to ensure I submit all appropriate documents.

2. Are you a current or previous University of Colorado employee?

3. Are you legally authorized to work in the United States?

4. Will you now or in the future require sponsorship for employment visa status (e.g. H-IB visa status)?