

business letters reflecting standard procedures; be able to work independently and maintain high work ethic. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Selection Criteria

Employees: Interview with department; evaluation of experience, training, and education; supervisory evaluation of past work experience. Public applicants: Pre-screening of employment application for minimum state qualifications. Department will determine who will be interviewed through evaluation of experience, training and education. Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site:

<http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at:

<http://www.bgsu.edu/offices/ohr/employment/>

To Apply

A BGSU Employment application must be completed and turned into the Human Resource Office prior to the deadline day and time. Additional information, including a resume' and reference letters, can be attached but can not be substituted for the employment application. Internal applicants must sign an Employee Request to Transfer form and attach an updated resume or data sheet prior to the deadline day and time. An employment application can be obtained at the Office of Human Resources or from the following web site: <http://www.bgsu.edu/downloads/execvp/file11149.pdf>

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer.

We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

BGSU hires only individuals authorized to work in the United States

For information regarding BGSU's crime statistics, please visit Public Safety's website at www.bgsu.edu/offices/safety