

Procedure for Placing Employment Advertisements

The University of West Florida has partnered with **Graystone Group Advertising** for the placement of employment advertisements in an effort to reduce cost, ensure advertisements meet UWF advertising requirements, promote the UWF brand on advertisements, and simplify the advertisement process for departments.

To place an advertisement with Graystone, follow these procedures:

1. Attach your advertisement to the posting in PeopleAdmin7 (PA7) for review by Human Resources. Once the posting has been approved and posted to the website, you can use the advertisement in PA7 as the approved advertisement.
2. Send the approved advertisement and a list of desired publications and dates to Graystone using one of the methods below:
 - a. E-mail: Ads@graystoneadv.com
 - b. Phone: 1-800-544-0005
 - c. Fax: 1-203-549-0061
 - d. Graystone Weblink: www.graystoneadv.com
3. Graystone will email the final advertisement copy to the hiring department along with the cost estimate.
4. The hiring department will approve the final advertisement copy by email to Graystone.
5. The advertisement(s) will be placed by Graystone with all vendors as designated by the hiring department.
6. Graystone will send the final invoice and proof of advertisement(s) placements via email to the hiring department.
7. The hiring department will pay Graystone for all advertisement(s) placed using a PCard.

Have questions? Contact April Sargent at ext. 2606 or asargent@uwf.edu or Jamie Sprague at ext. 2156 or jsprague@uwf.edu.



Assistant Professor in Exercise Science Emphasis #110740

The Department of Health, Leisure, and Exercise Science at The University of West Florida invites applications to apply for the position of Assistant Professor of Exercise Science (tenure accruing position).

Salary: \$50,000 - \$54,000

Application Deadline: February 29, 2015

Appointment: August, 2015

Qualifications: The position requires an earned doctorate in Exercise Science or related field (ABD will be considered), successful teaching experience; demonstrated potential for research, publication, and grant acquisition appropriate to rank; emphasis on aging and strong statistics background preferred. Professional affiliation with exercise science organizations and ACSM, CSCS certification preferred. Affiliation with aging agencies is preferred.

Duties: The successful candidate will be required to teach undergraduate and graduate courses in exercise science, including: sports nutrition, measurements and evaluations, exercise physiology, exercise prescription and testing for the aging population, or research methods and statistics. Additional responsibilities include: sharing responsibility for thesis, academic, intern, and career advisement of majors; participating in University and community service; representing the University through professional, local, state, regional, and national organizations; participating in appropriate professional organizations on the local, state, and national level; and developing a focused line of research and publication in scholarly journals.

Application Instructions: Candidates must apply online through the University of West Florida website: <https://jobs.uwf.edu>. Be prepared to attach a curriculum vitae, list of references, statement of teaching philosophy and letter of application/interest.

The University of West Florida is an Equal Opportunity/Access/Affirmative Action Employer. Any individual requiring special accommodations to apply is requested to advise UWF by contacting UWF Human Resources at 1-850-474-2694 (Voice) or 1-850-857-6114 (TTY). A criminal background screening is required for successful candidates. E-Verify requirements may apply for employment in certain positions.



Coordinator

The University of West Florida invites applications and nominations for the position of Coordinator, position #118950. The University seeks a dynamic, articulate, and energetic individual who will provide strong and visionary leadership on all aspects of the NWF2UWF program. NWF2UWF is an innovative program between Northwest Florida State College and the University of West Florida. Designed to create a seamless transition for students from NWF to UWF through institutional collaboration and tailored advising; a new path to earning an associate's and a bachelor's degree. Along the way, students will gain access to services and amenities offered by both institutions. Reporting to the Associate Vice President for Enrollment Management, the Coordinator will be located on the campus of Northwest Florida State College with some travel between the NWFSC Niceville campus and UWF's Pensacola campus. The Coordinator will be responsible for providing information to students, parents, faculty, and staff on the NWF2UWF program; the development of collaborative relationships with relevant parties at NWFSC and UWF; the development and facilitation of various outreach activities; monitoring academic progress of students in the program and referring them to appropriate resources; and providing reporting and assessment on program. The successful candidate must possess a minimum of a master's degree in an appropriate area of specialization or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience. The candidate must demonstrate excellent interpersonal, oral, and written communication skills; strong knowledge of academic programs, as well as admissions' requirements, registration procedures and financial aid information; and the ability to develop strong interpersonal relationships to facilitate the success of the program.

Applicants should be prepared to attach a cover letter and resume to the online application.

Salary: \$35,000 - \$40,000 - Commensurate with qualifications and experience.

For the complete announcement position description, including qualifications and experience, and to apply please visit <https://jobs.uwf.edu>.

The job posting will close on 4/10/2011.

The University of West Florida is located in Pensacola, the crown jewel of Florida's beautiful Emerald Coast, known worldwide for its pristine white-sand beaches. The area is famous for its pleasant climate and location on the Gulf of Mexico and enjoys a comparatively low cost of living. The campus is situated on a 1,600 acre nature preserve where 11,700 students enjoy the benefits of small classes and personal attention from their professors.

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