

Placing Advertisements with Graystone

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 PageUp for review by Human Resources. Once the posting has been approved and posted to the website, you can use the advertisement in PageUp 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 [Human Resources](#) or phone 850-474-2694.

EXAMPLE STAFF ADVERTISEMENT

The University of West Florida Controller's Office invites applications for the full-time (1 FTE) position of Accounting Coordinator (123580).

The position participates in the collection of unrelated business income and sales tax data, recommends business process improvements, and files appropriate returns. The position provides oversight for fixed asset and construction funds in accordance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standard Board (GASB) rules, university regulations, and Florida state statutes; prepares annual financial statements for construction funds; and is responsible for the coordination of new auxiliary funds. The position also assists in the completion of the university financial statement process and associated reporting.

Work Location: Pensacola, FL

FLSA: Exempt

Minimum Qualifications: Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

Preferred Qualifications: Master's or bachelor's degree must be in an accounting related field. Experience with production of financial statements in accordance with GAAP. Experience with tax accounting preferred.

Salary: \$48,000 - \$53,000 annually

Last Day to apply: February 26, 2020

Application Instructions: Applicants must apply online through the University of West Florida website: <https://careers.uwf.edu>. **Applicants are required to attach a cover letter and resume.** An opportunity to upload these documents will be provided during the application process. For assistance, please contact Human Resources at 850-474-2694 or email jobs@uwf.edu.

The University of West Florida is an Equal Opportunity/Access/Affirmative Action/Disabled/Veteran employer. Any individual who requires special accommodations to apply is requested to advise UWF by contacting UWF Human Resources at 1-850-474-2694 (voice) or 1-850-857-6158 (TTY). A criminal background check is required for successful candidates. E-Verify requirements may apply for employment in certain positions. All applications for employment at the University are subject to Florida public records law.

EXAMPLE VETERANS' PREFERENCE STAFF ADVERTISEMENT

The University of West Florida College of Business Dean's Office in Pensacola, Florida, invites applications for the full-time (1.0 FTE) position of Sr. Administrative Specialist (109090).

Description/Job Summary: This employee manages the operations of the College of Business (COB) Dean's office, works closely with all three Deans and supervises office staff. Serves as special and confidential administrative assistant to the Dean, Associate Dean, Dean Emeritus, and Assistant Dean of the College of Business in carrying out their responsibilities. Serve as point of contact and liaison with external constituents, COB and UWF departments, COB centers, students and faculty. Maintains smooth operation of the office in the absence of the Dean and Associate Dean. Works closely with the College Personnel Committee, College Council, and other CoB committees. Works closely with the COB Business Manager. Serves as a core member of the AASDC Hub Council and the CoB's representative on the Academic Affairs Staff Development Council.

Minimum Qualifications: A high school diploma and six years of appropriate experience. Appropriate college coursework or vocational/technical may substitute at an equivalent rate for the required experience.

Preferred Qualifications: Some College. Excellent communication skills, both written and verbal. Organizational and time management skills. Knowledge of College and University procedures. Ability to type 55 CWPM and compose minutes. Ability to multi-task. Working knowledge of Microsoft Word, PowerPoint, Excel, Access; Dropbox; Google Calendar and e-mail systems; Internet Explorer; Adobe Acrobat; UWF Banner System and Tableau.

Salary Range: \$38,000 - \$48,000 annually

Last Day to Apply: February 28, 2020

Application Procedures: Candidates must apply online through the University of West Florida website: <https://careers.uwf.edu>. Applicants are required to attach a resume, cover letter, and list of references. An opportunity to upload these documents will be provided during the application process. For assistance, please contact Human Resources at 850-474-2694 or email jobs@uwf.edu.

This position allows eligible veterans and their spouses to claim Veterans' Preference pursuant to Section 295.07, F.S.; applicants claiming preference are responsible for providing required documentation on or before the posting deadline date as such documentation is required for eligibility determination. Supporting documentation, in addition to the DD214, may be required based on eligibility criteria. For information on obtaining a DD214, visit <http://www.archives.gov/veterans/military-service-records/> or call 1-866-272-6272.

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EXAMPLE FACULTY ADVERTISEMENT

The University of West Florida in Pensacola, FL is seeking Family Nurse Practitioner (FNP) faculty to contribute to a growing FNP online graduate program. Faculty members with clinical experience in adult, pediatric, and women's health are needed.

Job Summary:

These full-time, 12-month graduate nursing faculty members would carry primary responsibility for 12 credit hours/semester. Must provide education for online graduate nursing students. Must be eligible & able to work with students in primary care clinical settings & travel to evaluate students at preceptor sites. Use of technology & provision of supervision for students in primary care setting is required. May teach in other programs in the department. Expected to maintain currency in professional areas of expertise & to participate in scholarly activities. Time may be negotiated annually for professional consultation, research, or clinical practice. Expected to participate in program & School meetings, retreats, & onsite student orientation/intensives & serve on School, College, & University committees. Will carry out supervisory responsibilities in accordance with University & Nursing policies, procedures, & any applicable laws.

Minimum Qualifications:

- DNP or PhD in Nursing or related field from an accredited institution w/FNP certification required
- Current unencumbered Florida RN/APRN License or willingness to obtain
- Minimum 5 yrs. active clinical experience
- Distance learning & instructional technology experience
- At least 3 yrs. progressive teaching experience in classroom, practice, &/or lab settings
- Excellent verbal & written communication skills & ability to build successful relationships with students, colleagues, healthcare community, & other stakeholders

Additional position details are available on the UWF Career website.

Salary: Commensurate with experience/education.

Preferred Response Date: 3/23/20

Appointment: 8/8/20

Applications are accepted at <https://careers.uwf.edu>. Be prepared to upload a curriculum vitae, letter of application, teaching philosophy, & list of 5 professional references with email addresses.

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