

Summary of Benefits

Wayne State University offers a competitive benefit package for eligible employees that includes:

◆ **Medical/Vision/Dental/Life Insurance:**
coverage for spouse, dependent children and same sex domestic partners

◆ **Retirement Savings Program (403b):**
a tax-deferred retirement savings plan including a defined employer contribution administered by TIAA and/or Fidelity



◆ **Tuition Assistance:**
WSU encourages employees to further their education by offering tuition assistance for courses offered at our institution.

A 50% reduction in WSU tuition costs is available to an employee's child(ren) under age 26, spouse or same sex domestic partner.

◆ **Flexible Spending Accounts:**
this program allows eligible employees to set aside dollars on a before-tax basis for unreimbursed health care and dependent care expenses.

◆ **Voluntary Benefits:**

◇ **Home and auto insurance:**
offered through Group Savings Plus from Liberty Mutual

◇ **Long-Term Care Insurance:**
offered through John Hancock and/or Trustmark

◆ **Short-Term and Long-Term Disability**

◆ **Holidays and Vacation**

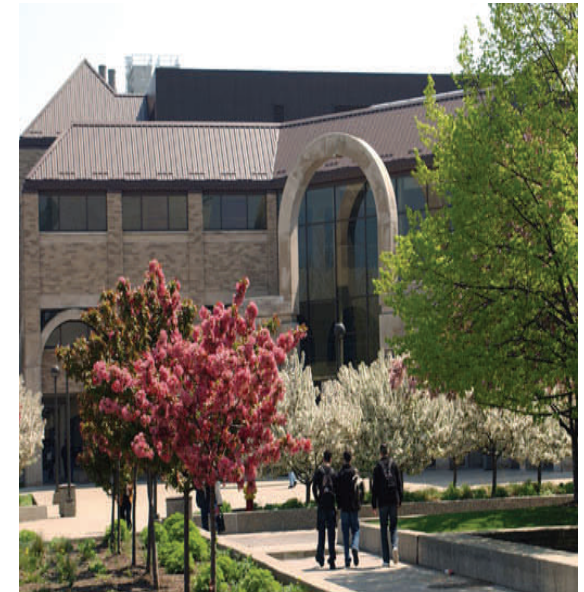
Visit <http://www.hr.wayne.edu/tcw> for further information on benefits for Wayne State University employees

Division of Human Resources
Total Compensation and Wellness
5700 Cass Ave., 3638 A/AB
Detroit, MI 48202

About Wayne State University

- ◆ Located in the heart of the University Cultural Center, a short distance from museums, theaters, concert halls and sports arenas
- ◆ 350 relevant bachelor's, master's and doctoral degree programs and post-bachelor's, specialist and certificate programs in 11 exceptional schools and colleges
- ◆ One of the nation's top 50 public research universities in research expenditure according to *National Science Foundation*
- ◆ More than 1,000 students in the School of Medicine; the largest single campus medical school in the country
- ◆ No. 1 undergraduate social work program in the nation
- ◆ Six satellite campuses
- ◆ Michigan's most diverse campus with students from 44 states and 100 countries
- ◆ More than 100 buildings on a beautiful, 200-acre campus of landscaped green spaces
- ◆ A winning athletics and recreation program including top-ranked Division I and II teams, intramural sports and modern recreation facility
- ◆ 10th-largest employer in Detroit

WAYNE STATE UNIVERSITY



Career Opportunities

WAYNE STATE
UNIVERSITY

Division of Human Resources
Employment Service Center

5700 Cass Ave., 1900 AAB
Detroit, MI 48202
(313) 577-2010

To Create an Employment Application

- ◆ Go to jobs.wayne.edu
- ◆ **Create a profile:** To create an application, you will need to create a profile as follows:
 - ◇ Click on the **Create Application** button on the left side of your screen
 - ◇ Choose the type of application: **Non Academic** (Clerical, Professional, etc.) or **Academic** (Professor, Research, etc.)

- ◇ Select a **Username** and **Password** that you will easily remember
- ◇ Enter a question and answer that only you know. This will allow you to reset your password if forgotten

◆ **Create an application:**

- ◇ You will be asked to provide personal information *Required information is denoted with an asterisk (*)*
- ◇ You must certify and save your application

How to Apply to a Posting

◆ **Search Postings:**

- ◇ To view all open postings, leave all search fields blank and click on the **Search** button
- ◇ To narrow your search results, select the criteria of your choice, such as, keyword, job category, department, etc., and click on the **Search** button

◆ **Apply to a posting:**

- ◇ Select the posting you want to apply for by clicking on the link called **View** (under the job title)
- ◇ Once you have reviewed the posting, click on the **Apply for this posting** button
- ◇ Attach supporting documents to your application by clicking on the link called **Attach** (next to the document you wish to upload) *Required documents are denoted with an asterisk (*)*
- ◇ Click **Finish Applying** once you are satisfied with your application and attached documents

To Check the Status of Your Application

◆ **To check status:**

- ◇ Log into jobs.wayne.edu with your Username and Password
- ◇ View the **Manage jobs** screen to check the status of the posting(s) for which you have applied (located on the fifth column)

◆ **Email notifications:**

- ◇ You will be notified via e-mail as the hiring unit updates the posting(s)

Pre-employment Testing

Wayne State University requires pre-employment testing for several clerical support positions. Each posting identifies whether or not these pre-employment tests are required prior to qualifying for the position.

◆ **Clerical Skills Test:**

Some clerical and administrative support positions require successful completion of a skills and abilities test. The test contains four components:

- ◇ Comparing and Proofing
- ◇ Following Policies and Procedures
- ◇ Practical Office Problem Solving
- ◇ Understanding Business Communication

◆ **Typing Test:**

Some positions require light typing while others require typing with speed and accuracy:

- ◇ Light typing requires a typing score of at least 25 wpm
- ◇ Typing with speed and accuracy requires a typing score of at least 40 wpm

For more information about the test, including sample test questions, visit www.hr.wayne.edu/esc/test.php

To schedule an appointment contact the Employment Service Center at (313) 577-2010

Tests are scheduled based upon availability

Reasonable accommodations are available for persons with disabilities upon request.

