

Example of a Job Announcement for External Job Boards

Recruitment and Staffing within University of Florida's Human Resource Services is currently seeking an experienced human resources professional for Employment Specialist II position, serving as E-Verify Coordinator. The University of Florida is a major, public, comprehensive, land-grant, research university and has a long history of established programs in international education, research and service. The University of Florida enrolls over 49,000 students, including 36,000 undergraduates, and operates with over of 28,000 employees – faculty, graduate students, staffing and temporary employees, and student assistants.

The E-Verify coordinator will be responsible for overseeing the E-Verify program to ensure UF and all hires (average 10,000 a year) complies with federal statutes and guidelines on E-Verify and Form I-9. This position will be serving as the university's main contact in responding to all E-Verify inquiries from hiring departments, employees, and United States Citizenship and Immigration Services (USCIS). The successful incumbent will be providing consultation, advice, and guidance to management, colleges, and departments on effective E-Verify practices through continuously staying updated on the federal statutes; routinely generating and analyzing reports; and developing and distributing various forms of communication, including presentation, to appropriate stakeholders.

Qualifications

Master's degree in an appropriate area and six years of relevant experience; or a bachelor's degree in an appropriate area and eight years of relevant experience. A successful candidate must have working knowledge of E-Verify and Form I-9 and have experience in resolving complex E-Verify and Form I-9 cases. Experience in handling E-Verify program in higher Education is highly preferred.

Compensation

Starting salary range \$40,000 - \$50,000/year; commensurate with qualifications and experience.

Application Instructions and Deadline

To review posting & apply see <http://jobs.ufl.edu>, requisition #####. The deadline to apply is **mmmm dd, yyyy**. A background investigation will be conducted that includes verifying prior employment, education, and criminal history.

The University of Florida is an Equal Opportunity Employer and invites all qualified applicants, including minorities, women, veterans and individual with disabilities, to apply. The University of Florida is a public institution and is subject to all requirements under the Florida Sunshine and Public Records laws.