

## Colorado State University Advancement Careers FAQ

### *The University Advancement Hiring Process*

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#### What is the structure of the hiring process at CSU?

At Colorado State University, we use a search process to fill our open positions that promotes equal access and equal opportunity for all applicants.

For each open position, an advisory body, known as the Search Committee, is responsible for recruiting, evaluating, and recommending candidates to fill that role. This committee is led by a search chair, who is responsible for leading and managing the search process. The Search Committee provides a hiring recommendation to the hiring authority, who is typically the supervisor for the role, and the hiring authority makes the final hiring decision. An equal opportunity coordinator oversees the search process to ensure it is conducted in a procedurally sound and ethical manner. You can read more about CSU's search process [here](#). CSU search and hiring processes across the University are overseen by the CSU [Office of Equal Opportunity](#).

In University Advancement, we also have a [recruiting and talent acquisition specialist](#) who recruits for our open roles, advertises our positions, and helps manage the search and hiring process to ensure that our candidates have a positive experience with the University and our division.

#### How long do searches take?

Searches tend to take longer in higher education than they might in the private sector. Anticipate that a search for an administrative professional role at CSU may take between two to four months, from the time a role is advertised to the time someone is hired into the position. We appreciate your patience as we work through this process, and we are happy to provide you with updates about a particular search at any time.

#### How do I apply?

In order to be considered for any position at CSU, you must submit an application through the [CSU Jobs website](#). If you are interested in applying for a role with University Advancement, you may view our open roles at <https://giving.colostate.edu/careers/current-opportunities/>. Each open role will have a redirect to its application on the CSU Jobs website. You can also find our open roles on the CSU Jobs website by searching the keyword "Advancement."

All of our open roles will be posted on our careers website and the CSU Jobs website. Open CSU jobs are pushed out to other job sites, including LinkedIn, Indeed, and HigherEdJobs. However, you **must** submit your application through the CSU Jobs website or we will not receive your application, even if you see the job advertised on another site.

Please note that we do not accept unsolicited resumes for our roles, and you will not be considered for a position with us until you have submitted an application. Each job posting will have specific application instructions that you should follow carefully to ensure that your application is complete.



### How do I know if you've received my application?

When you submit your application, you will receive a "thank you for applying" email. If you have any questions about your application submission or application status, please contact Katie Lynch, recruiting and talent acquisition specialist, at [Katie.Lynch@Colostate.edu](mailto:Katie.Lynch@Colostate.edu) or (970) 491-8152. Please note that we manage job postings for only the Division of University Advancement at CSU. If you submit an application to a role at CSU that is outside of University Advancement and have questions, you will need to reach out to the search contact for that particular position.

### Can I still apply for a role if the full consideration date has passed?

Until our positions are no longer available on the CSU Jobs website, we will continue to accept applications for our roles. However, applications submitted after the full consideration date, referred to as "late applicants", may or may not be reviewed. Please feel free to apply to any available role or reach out to Katie Lynch directly for information regarding the status of a particular position.

### If I am applying to multiple roles, do I need to complete an application for each one?

Yes, each position requires a separate application to be submitted for consideration.

### I have already submitted my application but I need to update or make a change to my materials.

If you would like to edit or update your application, you must do so **prior** to the full consideration date. If you need to edit your application, please reach out to Katie Lynch.

### I am having trouble submitting my application through the online portal.

If you are having technical issues or you have other questions about submitting your application, please contact the Office of Equal Opportunity at [oeo@colostate.edu](mailto:oeo@colostate.edu) or (970) 491-5836.

### I've submitted my application. What happens next?

After the full consideration date listed on the job posting, the Search Committee will thoroughly review all completed job applications. If you are chosen to move forward, you will be contacted directly about the next steps in the search process. If your application is not chosen to move forward, you will be notified as well.

If for some reason you have not been notified of your application status by two weeks after the full consideration date has passed, please reach out to Katie Lynch.

Job searches at Colorado State University can be very competitive, so we encourage you to continue to apply to roles that are of interest to you and a match for your skill set and background. Don't be discouraged if you aren't selected for the first position that you apply for!



### **How can I find out my application status?**

When you log into your account on the CSU Jobs application portal, you will see the status of each application you have submitted (for example, “Under Review by Dept/Committee”). If you have questions about your application status, or you would like an update on the status of the hiring process for a specific University Advancement position, please reach out to Katie Lynch.

### **What does the interview process look like?**

Our first round of interviews is typically done via video, but may be done via phone. Candidates who are selected to move forward to a finalist interview will typically be invited for an in-person, on-campus interview. During this on-site interview, candidates will meet with key stakeholders to gain a better understanding of the position, department, and CSU. Finalists may be asked to prepare a presentation or complete another job-relevant task or assessment for or during their on-site interview. The length of the on-site interview varies, but you can expect to be on campus for 3-6 hours, depending on the position and hiring unit.

### **Are job searches at CSU confidential?**

Job searches at CSU are confidential until the finalist stage. At this point, it becomes public knowledge who the finalists are for a particular job. Finalist application materials are typically shared with those participating as interviewers in the finalist interview process.

### **I have completed my on-site interview. When can I expect to hear something?**

After the finalist interviews, the Search Committee will evaluate the results of the interviews and determine their hiring recommendation. This recommendation is then presented to the hiring authority who will make the final hiring decision. It is also during this time that references are checked. You will ***always*** be notified prior to us contacting your references.

This process usually takes between 1-3 weeks, and sometimes longer. Once a hiring decision is made, the chosen candidate will be presented with a verbal job offer contingent on a successful background check. After the background check has been completed and the results are successful, an official offer letter will be sent to the candidate.

## ***University Advancement Application Tips***

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### **How can I make my application stand out?**

Tailor your application materials to the job posting! Your application will be evaluated based on how your skills and experience meet the required and preferred qualifications for the role you applied to. Taking the time in your cover letter and resume to clearly explain why you are the ideal candidate for a position can make all the difference.

Additionally, we suggest that you research the college, department, or unit that you are applying to and demonstrate why you are interested in the particular position you are applying for. We also recommend explaining why you would like to work for CSU.

### How are applications scored?

The Search Committee will read and score every application that was submitted prior to the full consideration date and that meets the minimum qualifications for the position. Applications are assessed to see how closely they meet the required and preferred qualifications for the role, and every application is scored with the same method. No outside information is considered when reviewing applications, so please include all relevant information that you would like the Search Committee to have in your materials. We also encourage you to be explicit as to how you meet the qualifications for the position, including providing metrics and examples wherever possible.

### How long should my cover letter and resume be?

Please include as much detail as you think is relevant for the position. Most resumes we receive are between 2-3 pages in length, and most cover letters are between 1-2 pages in length.

### To whom should I address my cover letter?

You may address your cover letter to the search contact listed on the job posting.

### Can I apply for a University Advancement position if I don't have previous higher education or development experience?

Yes, absolutely! We hire individuals from all backgrounds, experiences, and industries. Some of the most common transitions we see are from nonprofit work, sales, business development, marketing, or communications, but this list is not all-inclusive. If you do not have previous experience in higher education and/or fundraising, please use your application materials as an opportunity to showcase how your skills will translate to the role you are applying for. It is also helpful to explain why you would like to make a career shift to development at CSU, and demonstrate what you are currently doing, or what you plan to do, to learn more about the development profession.

## *University Advancement Interview Tips*

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### How should I prepare for my interview?

University Advancement uses a job-related and structured interview process. We ask a combination of behavioral, situational, and sometimes technical interview questions that allow us to assess a candidate's ability to successfully perform in a job. We also use our interviews as an opportunity to understand your interest in working for CSU, how your previous experience relates to the position, and how working for University Advancement aligns with your career goals. We strongly recommend that candidates take the time to prepare for their interviews by following some of the tips below:

- *Read the job description*
  - Our interview questions are closely tied to the qualifications that are needed to be successful in this role, so studying the job description will give you a sense of what questions may be asked.
- *Know your story and how your skills translate*
  - Why is this position the next step for you, and how does it fit in with your career journey? Many people transition from other industries to higher education development work, but



those who do successfully are able to clearly articulate how their previous work translates to the job and why they are excited about making a career change.

- *Do your research*
  - There are a variety of resources available to learn more about CSU and the work that University Advancement does, including our [website](#). It's also important to know and understand that [diversity and inclusion](#), our [Principles of Community](#), and our history as a [land-grant institution](#) guide everything that we do. We expect all of our employees to be able to contribute to the mission of CSU and University Advancement.
- *Come prepared with questions of your own*
  - There will always be the opportunity for you to ask questions at some point during your interview/s. Please take advantage of this time to gather more information for your decision-making process. After all, we are not just interviewing you -- you are interviewing us and deciding if this is the right opportunity for you!

### What should I wear for my interview?

We encourage all applicants to dress in [business-professional attire](#), even during the semifinalist interview stage, which is often conducted via video. The hiring process at Colorado State University is a formal process and candidate dress should reflect this.

### What should I know about participating in a video interview?

We will provide instructions for all video interview participants to guide you through the video interview process. You will need a device that has a working camera, microphone, and speakers to conduct your video interview, along with Internet access. If this presents a challenge for you, please let us know and we will can make alternate arrangements. We use a Meeting Owl, which is a 360-degree smart conferencing camera for our video interviews. You will be able to see all of the interviewers on your interview panel at once, and the camera will automatically pan over to whoever is talking at that time. During our video interviews, all of our candidates will be asked the same set of questions, and there will be time for you to ask questions at the end.

*There are also some best video interview practices that we encourage all candidates to be aware of:*

- Find a quiet place to conduct your interview. We understand that life happens -- your children might sneak into your office, your neighbor might decide that it's the perfect time to mow his lawn, your dog might start barking -- but we ask that you do your best to minimize any distractions as much as you can. It will be hard for you to give your best interview, and hard for your interviewers to focus, if you can't hear one another!
- Test out the technology ahead of time. You will be able to log into the meeting beforehand to make sure that your technology is working the way it should be. That said, if your technology fails you on the day of your interview, ***don't panic!*** This happens frequently and we will work through it with you.
- Also test out your setup ahead of time. Think about where your camera will be in relation to you and how this will project onto the screen. You may need to place your device on top of another object to raise it up so that you can speak to your interviewers at eye level. Consider the lighting in your interview location and how this will impact your interviewers' ability to see you.
- Pick a neutral background if possible. You may be limited as to where you can conduct your interview, but remember that your interviewers will see everything that is behind you. Think about what you do (or maybe don't) want them to see!



- While you are speaking during your interview, remember to look directly into your camera in order to make eye contact with your interviewers, instead of staring down at the screen.

### **What if I need accommodations for my interview?**

It is the policy of Colorado State University to provide reasonable accommodations for employees and applicants with disabilities. If you need any accommodations, please contact **Katie Lych** or the Office of Equal Opportunity at [oeo@colostate.edu](mailto:oeo@colostate.edu) or (970) 491-5836 prior to your interview and we will work with you to make these.

### *University Advancement Recruiting*

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#### **How can I learn more about working for University Advancement?**

Please visit our careers website at <https://giving.colostate.edu/careers>, or reach out to Katie Lynch. We would be happy to set up some time to chat with you about careers with University Advancement, what it is like to work at CSU, and our current and future positions.

#### **I don't see any available jobs on your website. Are you still hiring?**

While we may not have any jobs posted currently, our hiring needs are always evolving. If you contact us, we can let you know what positions may be available in the future.

#### **I am not ready to make a job change just yet, but I am still interested in learning about working for CSU. Should I wait to reach out?**

No, please feel free to reach out at any time! We are happy to keep you updated about new developments in University Advancement and, when the time is right, we can discuss what open positions might be of interest to you.

#### **How can I stay connected with University Advancement?**

There are several ways:

- Connect with our recruiting & talent acquisition specialist on [LinkedIn](#).
- Follow our Alumni Association on [Twitter](#) or check out its [website](#).
- Keep an eye on our [website](#) for updates about UA happenings.

#### **I have another question that was not answered by this FAQ.**

Please reach out to Katie at [Katie.Lynch@colostate.edu](mailto:Katie.Lynch@colostate.edu) or (970) 491-8152 for additional questions, feedback, or assistance with your application materials.