

Advertising the University and the Community

Sample Language for Job Advertisements

The University of Iowa is located in Iowa City, Iowa. Iowa City is ranked #9 in the Best Places to Live (Livability.com, 2016), and #9 in the list of Best Small Places for Business and Careers (*Forbes Magazine* online, 2016). This small city has a population of about 70,000 and is ranked the 4th “brainiest” city in America (*The Atlantic*, 2013), as well as being designated the world’s third City of Literature (UNESCO, 2008). It is a community built around higher education, with vibrant cultural opportunities, excellent public K-12 schools, and a history of international connections. Iowa City offers the safe, friendly quality of life for which the Midwest is known.

The successful candidate will have an opportunity to work closely with faculty, staff, and students of IIHR—Hydroscience & Engineering (<http://www.iihr.uiowa.edu/>), a world-renowned center for education, research, and public service focusing on hydraulic engineering and fluid mechanics. This person will have an opportunity to work directly with IIHR faculty and staff to develop competitive grant and contract applications for submission to a very wide range of sponsors, including many different federal agencies, engineering firms, municipalities, utilities, foundations, etc. The successful candidate will become a member of an administrative team dedicated to supporting top researchers making a difference in many aspects of fluids-related research.

The Iowa Flood Center (IFC) at the University of Iowa is this nation’s first research center devoted solely to the study of floods. The IFC provides Iowans with accurate, state-of-the-science–based information to help individuals and communities better understand their flood risks. The IFC’s overarching objective is to improve flood monitoring and prediction capabilities in Iowa, while studying and developing strategies to reduce and manage floods. Information about IIHR and the Iowa Flood Center is available at: <http://www.iihr.uiowa.edu/>.

The successful candidate will have an opportunity to work closely with faculty, staff, and students of the Center for Computer-Aided Design (CCAD) (www.ccad.uiowa.edu), a national and global leader in modeling and simulation. CCAD conducts basic and applied research in six units: the Operator Performance Laboratory; the Virtual Soldier Research program; the National Advanced Driving Simulator; the Reliability and Sensory Prognostic Systems program; the Musculoskeletal Imaging, Modeling, and Experimentation Program; and the Biomechanics of Soft Tissues program.

Sample Interview Questions for Key Attitude Traits

Initiative

- Question: Would you tell us about a time when you recognized that something at work could be improved.
- Responses: They took independent action.
They recommended action to someone who could act.
They did nothing.
They did nothing and complained about it.

Willingness to work outside of job description

- Question: Could you tell us about a time when you were given an assignment that really didn't fall within your job description?
- Responses: They did what was needed, acknowledging their role in providing good overall service.
They delegated the task to someone in the right position to do the work.
They refused the assignment because it wasn't their job.

Drive/curiosity

- Question: Could you tell us about the last time that you were given an assignment or project and you didn't know how to do it.
- Responses: They independently found resources and used it as an opportunity to learn.
They asked someone to do it and to show them so they would know in the future.
They passed the assignment to someone else to do.

Collaboration/Influence

- Question: Tell us about a time when you disagreed with your boss or someone in a position of influence.
- Responses: They voiced their opinion/idea in a constructive way, which influenced the decision.
They voiced their opinion/idea in a constructive way but did not change the decision.
They did not voice their opinion, just did what they were told.
They did not voice their opinion, did what they were told, and criticize the decision.
They've never disagreed with their boss.

Low Drama

- Question: Please tell us about a time when a team member was not doing his/her share of the work, or they made a mistake that affected the team's progress.
- Responses: They addressed it in a constructive manner.
They addressed it, but not in a constructive manner (e.g., in public, personal attack)
They did not address it, just did extra work to compensate for it.
They did not address it and complained about the other person.

Coachability

- Question: What is your boss' name? How do you spell that?
- a) Tell me about _____ as a boss.
 - b) What's something that you could have done to enhance your working relationship with _____?
 - c) When I talk to _____, what will he/she tell me your strengths are?
 - d) Now all people have areas where they can improve, so when I talk to _____, what will he/she tell me is an area where you could improve?

Evaluation Factors:

- Listen to how they describe their boss in positive or negative terms; tells you what type of supervisor they prefer to work with.
- If they don't have any ideas about their own role in enhancing the relationship, it shows a lack of self-evaluation, lack of ownership in maintaining the relationship.
- If they know what their boss would say about their strengths and weaknesses, they have been open to hearing that feedback.
- If they are no ideas about their own areas for improvement, they have not been able to accept feedback and/or have not engaged in self-evaluation.