



# MAKE AN EDUCATED CAREER CHOICE

## ABOUT SMU

SMU is a private university that employs 2,000 staff and faculty to support the more than 11,000 students. SMU's tree lined campus is just five miles north of downtown Dallas and offers a unique workplace environment, including historic Georgian architecture buildings, beautiful lawns, landscaped gardens and an exciting campus community.

## CHOOSE A QUALITY CAREER AT SMU

The range of career opportunities at SMU is as diverse as the SMU community. SMU seeks to attract, develop and retain the highest quality faculty, staff and students. Employees gain satisfaction in knowing that they are helping, in their own way, to complete the educational experience for a diverse body of countless students.

## WHY SETTLE FOR A JOB WHEN YOU CAN HAVE A CAREER

Among our employees, you'll find finance professionals, librarians, fund-raisers, researchers, HVAC mechanics, and IT professionals, to name a few. Career opportunities are available in the following areas:

- Accounting and Fiscal Services
- Administrative Services
- Athletics
- Building & Grounds Maintenance
- Clerical & Office Services
- Construction Draft & Service Center Management
- Counseling & Student Services
- Development & External Affairs
- Information Technology Service
- Library Services
- Media & Editorial Services
- Medical Services
- Printing, Mail, and Food Services
- Public Safety
- Skilled Trades
- Technical & Research Services

SMU employees also have access to resources that enhance their personal and social lives. Whether it's hearing a thought provoking lecture offered by the SMU Distinguished Tate Lecture Series or learning to "Pony Up" at an athletic event, employees have opportunities for cultural enrichment and entertainment that are unique to a university community.

## A REWARDING CAREER CHOICE OF MORE BENEFITS AND FLEXIBILITY

In addition to being a great place for starting an exciting and rewarding career, SMU's total compensation philosophy incorporates choice, flexibility, and competitive programs that drive many to join our growing and vibrant community.

Total Compensation Package includes: Annual Base Salary + Benefits + Quality of Life Services. Tangible value of benefits averages 27% of annual base salary

Example:	Annual Base Salary	\$30,000
	Average Benefits Value	8,100
	<b>Total Compensation Value</b>	<b>\$38,100</b>

### Benefits

[www.smu.edu/hr/benefits](http://www.smu.edu/hr/benefits)

SMU offers a comprehensive, cost-effective, and competitive benefits package to help protect you and your family members.

- Four Medical Options
- Domestic Partner Benefits
- 403(b) Retirement Plan – SMU's contribution 8% - 10% with three year vesting
- Supplemental Group Life Insurance
- Accidental Death & Dismemberment Insurance
- Dental and Vision
- Flexible Spending Accounts
- Basic Group Life Insurance
- Long-Term Care Insurance
- Long-Term Disability Insurance
- Progressive Vacation Plan
- Generous Sick Day Policy
- Paid Holidays

### Healthy

[www.smu.edu/hr/healthy](http://www.smu.edu/hr/healthy)

Achieve a healthy you: body, mind and spirit. SMU provides a variety of wellness-oriented activities and education

- Wellpower Program
- Employee Assistance Program
- On-site Fitness Center
- Work Life Options

### Develop

[www.smu.edu/hr/develop](http://www.smu.edu/hr/develop)

The value of working at SMU isn't just about preparing our students for the future-it's also about preparing employees.

- Tuition Benefits for your, your spouse or dependents to pursue a degree
- Informal Courses for Adults
- Professional Development Workshops
- Non-credit Certificate Programs
- Computer Classes/Workshop

### Recruit

SMU is a drug-free employer. SMU will not discriminate in any employment practice on the basis of race, color, religion, national origin, sex, age, disability or veteran status. SMU is also committed to the principle of non-discrimination on the basis of sexual orientation.