



## Hiring at the Hilltop

### About SMU

As a private, comprehensive university, Southern Methodist University seeks to enhance the intellectual, cultural, technological, ethical and social development of a diverse student body. SMU offers undergraduate programs centered on the liberal arts and excellent graduate, professional and continuing education programs.

SMU comprises seven degree-granting schools: Dedman College of Humanities and Sciences, Cox School of Business, Meadows School of the Arts (performing, visual, and communication arts), School of Engineering, Dedman School of Law, Perkins School of Theology, and School of Education and Human Development. Total fall 2006 enrollment was 10,941.

### Why Work at SMU?

Employees can gain satisfaction in knowing that they are helping, in their own ways, to complete the educational experience for a myriad of students. For that, SMU seeks to offer competitive salaries and a broad array of benefits. Options include – but are not limited to – comprehensive medical benefits, retirement plan with immediate vesting, 100 percent tuition benefits, recreational privileges, and some on-site day care.

### Work/Life Balance

The University also is committed to its Work/Life Balance Program that focuses on innovative ways to help employees balance work life and personal life. Cultural development includes free or reduced-price tickets for theater and dance performances, lectures and museum exhibitions on campus. The Wellness Program promotes a healthy lifestyle through coordinated exercise programs, free health screenings, and lectures ranging from nutrition issues to stress reduction. The SMU Staff Association coordinates luncheons, lectures and a Staff Development Day. Employees also are encouraged to update and polish their work skills through regularly scheduled technology training and career guidance.

### Diversity Statement

In support of the University's mission, the Department of Human Resources is committed to enhance SMU's competitive advantage through creating a safe, inclusive environment where every person's worth and dignity are valued and nurtured. We recognize our workforce as a source of strength that is vital to our ability to effectively serve SMU's diverse customers and community.



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

## Total Compensation Package Overview

SMU's Total Compensation philosophy incorporates employee choice, flexibility and competitive programs to attract, develop, and retain top talent. The package includes a competitive base salary designed to recognize your personal capabilities, background, and the experience level you bring to this position, as well as your anticipated level of contribution to the success of SMU. SMU is committed to providing its employees with financial stability, work/life balance, and personal and professional growth.


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>

<b>Summary of Benefits and Services</b>	
<b>Benefit or Service</b>	<b>Explanation</b>
<b>Paid Time Off</b>	<p>As an employee of SMU, you are entitled to:</p> <ul style="list-style-type: none"> <li>• Ten (10) days of vacation per calendar year. There is a six (6) month waiting or accrual period for new employees to be able to use vacations days.</li> <li>• Twelve (12) paid annual medical leave days per calendar year. There is a six (6) month waiting or accrual period for new employee to be able to use sick days.</li> <li>• Typically there are thirteen (13) paid holidays per calendar year in accordance with the SMU policy manual.</li> <li>• Long-term Disability benefits after three (3) months of employment. The cost is covered entirely by the University.</li> </ul>
<b>Tuition Benefits</b>	<p>As an employee, eligibility begins the first full semester immediately after employment. A total of 18 hours are allowed from each Fall through trailing Summer semesters (generally not more than 6 hours per semester). Supervisor's approval is required.</p> <ul style="list-style-type: none"> <li>• 100% tuition benefit for permanent full-time employees – estimated annual value \$20,610.00 (Based on average cost per credit hour of the six degree granting schools.). Credit bearing undergraduate or graduate courses. General student fees are waived.</li> <li>• 63% for spouse of permanent full-time employees beginning the first full semester after date of hire – estimated annual value \$21,640.50. Credit bearing undergraduate or graduate courses. General student fees are not waived.</li> <li>• 100% for dependent children of permanent full-time employees beginning the first full semester following employee's completion of one year of service – estimated annual value \$27,480.00. Credit bearing, degree granting undergraduate courses only. General student fees are not waived.</li> </ul> <p style="text-align: center;"><a href="http://www.smu.edu/hr/Business_Services/Tuition_Benefits/default.asp">http://www.smu.edu/hr/Business_Services/Tuition_Benefits/default.asp</a></p>

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<p><b>Retirement Plans</b></p> 	<p>SMU offers a 403(b) retirement program to help employees build retirement income through pre-tax payroll deductions and SMU contributions.</p> <ul style="list-style-type: none"> <li>• If you are age 26 or older, you may contribute 5% of your base salary to the Regular Retirement Plan on a pre-tax basis. SMU will contribute 8% of your base salary if you are age 26 - 41, or 10% if you are age 41 or older.</li> <li>• You may also elect to contribute an additional amount to a Supplemental Retirement Account.</li> <li>• You may contribute up to \$15,500 for 2007, the IRS maximum for pre-tax contributions, plus an additional \$5,000 if you are age 50 or older.</li> <li>• Your contributions and SMU's contributions vest immediately.</li> <li>• A wide variety of investment funds are available through Fidelity, Vanguard and TIAA-CREF.</li> </ul> <p><b>Note:</b> Participation in the Regular Retirement Plan is required at age 36.</p> <p><a href="http://www.smu.edu/hr/Benefits/Retirement.asp">http://www.smu.edu/hr/Benefits/Retirement.asp</a></p>
<p><b>Medical Options</b></p>	<ul style="list-style-type: none"> <li>• Aetna HMO</li> <li>• BCBS of Texas PPO → \$500, \$1,000 &amp; \$2,000 Deductible options</li> <li>• BCBS of Texas PPO → \$2,500 High Deductible Health Plan w/HSA</li> <li>• Preventive Care coverage for annual physicals &amp; screenings</li> <li>• Rx available through local pharmacies or Mail Order</li> <li>• BCBSTX Condition Management Program</li> <li>• BCBSTX 24-hour Nurseline</li> <li>• Premiums paid via pre-tax payroll deductions</li> </ul> <p><a href="http://www.smu.edu/hr/Benefits/Medical.asp">http://www.smu.edu/hr/Benefits/Medical.asp</a></p>
<p><b>Dental Plan</b></p>	<ul style="list-style-type: none"> <li>• Administered by MetLife</li> <li>• Premiums paid via pre-tax payroll deduction</li> <li>• Lower out-of-pocket cost when you use MetLife providers</li> <li>• Preventive: 100% after \$50 lifetime deductible</li> <li>• Basic: 80% after deductible</li> <li>• Major: 50% after deductible</li> <li>• Orthodontic: 50% (children only)</li> </ul> <p><a href="http://www.smu.edu/hr/Benefits/Dental.asp">http://www.smu.edu/hr/Benefits/Dental.asp</a></p>
<p><b>Vision Plan</b></p>	<ul style="list-style-type: none"> <li>• Administered by CompBenefits</li> <li>• Premiums paid via pre-tax payroll deduction</li> <li>• No paperwork and lower out-of-pocket costs when you use CompBenefits providers</li> <li>• Lasik surgery covered</li> </ul> <p><a href="http://www.smu.edu/hr/Benefits/Vision.asp">http://www.smu.edu/hr/Benefits/Vision.asp</a></p>
<p><b>Healthcare Flexible Spending Account</b></p>	<ul style="list-style-type: none"> <li>• Administered by Ceridian</li> <li>• FSA reduces your taxable income by enabling you to pay for healthcare expenses with pre-tax \$\$\$ via payroll deduction</li> <li>• \$5,000 maximum per calendar year</li> </ul> <p><a href="http://www.smu.edu/hr/Benefits/Flexible%20Spending%20Accounts.asp">http://www.smu.edu/hr/Benefits/Flexible%20Spending%20Accounts.asp</a></p>

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<p><b>Dependent Care Flexible Spending Account</b></p>	<ul style="list-style-type: none"> <li>• Administered by Ceridian</li> <li>• FSA reduces your taxable income by enabling you to pay for dependent care expenses with pre-tax \$\$\$ via payroll deduction</li> <li>• \$5,000 maximum per calendar year</li> </ul> <p><a href="http://www.smu.edu/hr/Benefits/Flexible%20Spending%20Accounts.asp">http://www.smu.edu/hr/Benefits/Flexible%20Spending%20Accounts.asp</a></p>
<p><b>Long Term Disability</b></p>	<ul style="list-style-type: none"> <li>• Administered by Reliance Standard</li> <li>• Provided by SMU after 90 days of disability, until no longer disabled or age 65</li> <li>• 60% of annual base salary up to maximum of \$7,500/month</li> </ul> <p><a href="http://www.smu.edu/hr/Benefits/Insurance.asp">http://www.smu.edu/hr/Benefits/Insurance.asp</a></p>
<p><b>Basic Group Life Insurance</b></p>	<ul style="list-style-type: none"> <li>• Administered by Reliance Standard</li> <li>• 1.5 times your annual base salary, paid in full by SMU</li> <li>• WorldNet Assist → travel assistance program</li> </ul> <p><a href="http://www.smu.edu/hr/Benefits/Insurance.asp">http://www.smu.edu/hr/Benefits/Insurance.asp</a></p>
<p><b>Supplemental Group Life Insurance</b></p>	<ul style="list-style-type: none"> <li>• Administered by Reliance Standard</li> <li>• Voluntary coverage paid for via payroll deduction</li> <li>• Up to 5 times annual base salary</li> <li>• Coverage available for spouse and dependent children</li> </ul>
<p><b>AD&amp;D Insurance</b></p>	<ul style="list-style-type: none"> <li>• Administered by Reliance Standard</li> <li>• Voluntary coverage paid for via payroll deduction</li> <li>• Up to \$500,000 in \$10,000 increments</li> <li>• Individual and Family coverage available</li> <li>•</li> </ul> <p><a href="http://www.smu.edu/hr/Benefits/Insurance.asp">http://www.smu.edu/hr/Benefits/Insurance.asp</a></p>
<p><b>Long Term Care Insurance</b></p>	<ul style="list-style-type: none"> <li>• Administered by CNA</li> <li>• Voluntary coverage paid for via payroll deduction</li> <li>• Designed to help cover the costs associated with long-term care provided at home or in a nursing facility</li> <li>• Coverage also available for spouse, parents and grandparents</li> </ul>
<p><b>Employee Assistance Program</b></p>	<ul style="list-style-type: none"> <li>• Managed by Magellan Health Services</li> <li>• The EAP offers information, counseling and referrals to help employees and their dependents manage stress, depression, substance abuse, family dynamics, etc.</li> <li>• All services are confidential and provided by licensed professionals</li> </ul> <p><a href="http://www.smu.edu/hr/Benefits/Employee%20Assistance%20Program.asp">http://www.smu.edu/hr/Benefits/Employee%20Assistance%20Program.asp</a></p>
<p><b>Childcare and Education Resource Assistance</b></p>	<p>The Texas Department of Family Protective Services offers a website for employees to locate child care and educational facilities in Texas.</p>

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<p><b>Eldercare Assistance</b></p>	<p>Magellan Health Services provides access to information and counseling for individuals caring for elderly relatives or friends.</p>
<p><b>Wellpower</b></p> 	<p>Wellpower is our wellness program for part-time and full-time staff and faculty at SMU. Participants are challenged to earn Wellpower credits in three areas of focus: Body, Mind and Spirit. By earning the required number of credits, participants may reach one of three achievement levels: Bronze, Silver or Gold and choose rewards such as vacation days, free parking, free membership to Dedman Center for Lifetime Sports and more. This program provides access to a free website for tracking credits, learning more about health topics, and enrolling in various wellness activities.</p> <p><a href="http://www.smu.edu/hr/healthy/Wellpower.asp">http://www.smu.edu/hr/healthy/Wellpower.asp</a></p>
<p><b>Professional Development Workshops</b></p> 	<p>Southern Methodist University is committed to continuous learning, not only for our students but for our employees as well. Professional Development Workshops give you the opportunity to gain knowledge and skills so you can make the most of your career at SMU. If taken in a public venue, these courses would cost between \$300 - \$1500 dollars each. Please check the HR website for a current listing of classes offered.</p> <p><a href="http://www.smu.edu/hr/develop/">http://www.smu.edu/hr/develop/</a></p>
<p><b>Computer Classes and Workshops</b></p> 	<p>Academic Computing Services provides computer classes and workshops as well as one-on-one tutoring. Classes are offered on a regular basis. Please see ACS website for a current listing of classes offered.</p> <ul style="list-style-type: none"> <li>• Word (Introduction, Formatting)</li> <li>• Outlook</li> <li>• Access(Introduction, Forms and Reports Queries &amp; Relationships)</li> <li>• Excel (Introduction, Intermediate)</li> <li>• Creating &amp; Using Multi-User / Group System in Access</li> <li>• Creating &amp; Sharing Multi-User FileMaker Pro Database</li> <li>• InDesign for Desktop Publishing</li> <li>• Adobe Acrobat Juggling</li> <li>• Front Page</li> <li>• PhotoShop Basics</li> <li>• Power Pointer (Introduction, Intermediate)</li> <li>• HTML Introduction</li> <li>• PhotoShop Intermediate</li> </ul> <p><a href="http://smu.edu/acs/">http://smu.edu/acs/</a></p>
<p><b>SMU Sporting Events</b></p>	<p>SMU is an NCAA Division 1 School</p> <ul style="list-style-type: none"> <li>• 20% discount on season tickets</li> </ul> <p><a href="http://smumustangs.cstv.com/">http://smumustangs.cstv.com/</a></p>

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<p><b>Employee Recognition Awards</b></p>	<p>The University provides recognition to its outstanding employees in a variety of ways.</p> <p>Several different Recognition Awards are given each year. The University honors four staff members annually with a Presidential Award in the following categories:</p> <p>New Employee Excellence Award  Continuing Excellence Award  Outstanding Leadership Award  Innovation Award</p> <p>Loretta O'Reilly Hawkins Award , Sponsored by the Staff Association, the Loretta O'Reilly Hawkins Award is given annually to recognize an employee who demonstrates high integrity, devotion to SMU, and excellence in productivity.</p> <p>The Division of Student Affairs sponsors the "M" Award that is given to a staff or faculty member who demonstrates exceptional dedication to the University for six or more continuous years of service.</p> <p>Service Awards are given to eligible employees based on length of service to the University. The first award is given at three years of service and subsequent awards are given at major service milestones.</p> <p>Additional campus groups may also sponsor recognition awards throughout the year.</p> <p><a href="http://www.smu.edu/hr/Main/Jump/Employee_Recognition_Awards.asp">http://www.smu.edu/hr/Main/Jump/Employee_Recognition_Awards.asp</a></p>
<p><b>Fitness Center</b></p>	<p>Individual Membership = \$10.00 a month  Spousal Membership = \$20.00 a month</p> <p>The Dedman Center for Lifetime Sports offers 170,000 square feet of indoor recreational space plus an outdoor social area that includes The Falls (zero entry pool with 7-foot waterfalls), two sand volleyball courts, and leisure spaces.</p> <ul style="list-style-type: none"> <li>• Aerobic/Dance Rooms - 3,000 square feet and 2,400 square feet.</li> <li>• Basketball courts - three total, two of which have permanent spectator seating for 300. May be converted to two volleyball courts, or six badminton courts.</li> <li>• Cardio Overlook - elliptical machines and treadmills overlooking the Dallas skyline.</li> <li>• Climbing Wall - 40 feet high with multiple routes.</li> <li>• Glass-Backed Racquetball Courts - six, with one convertible to squash.</li> <li>• Indoor Track - expanded to three lanes and approximately a six-lap mile.</li> <li>• Men's, Women's, and Family locker rooms. Lockers may be reserved for \$15 per semester, or \$35 annually. Lockers may be used for free if all contents are removed by the end of the day.</li> <li>• Recreation Pool - 25 meter, five lane swimming pool with water volleyball and basketball areas.</li> </ul> <p>Weight Room/Fitness Area - 15,000 square feet with free weights, selectorized weight machines, cardio machines, and plate-loaded equipment.</p> <p><a href="http://www.smu.edu/recsports/dedman/index.html">http://www.smu.edu/recsports/dedman/index.html</a></p>

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<p><b>SMU Preschool and Child Care Center</b></p>	<p>SMU Preschool and Child Care Center is designed to meet the developmental needs of infants and young children (through age 5) of the University students, staff, and faculty. The Center is open Monday through Friday, from 7:45 a.m. – 5:30 p.m. There is very limited space.</p> <p><b><u>2006-2007 Tuition Fees</u></b>            There is a \$50.00 per child supply fee due at the beginning of each semester.</p> <ul style="list-style-type: none"> <li>• Infant \$190/ per week (1month -17 months)</li> <li>• Toddler \$170/ per week (18 months – 36 months)</li> <li>• Preschool \$155/ per week (3 to 5 years old)</li> </ul> <p style="text-align: center;"><a href="http://www.smu.edu/childcare/">http://www.smu.edu/childcare/</a></p>
<p><b>Activities to do on campus</b></p>	<ul style="list-style-type: none"> <li>• Attend an event at McFarlin Auditorium– MacFarlin hosts the renowned Willis M. Tate Lecture Series. McFarlin is also used to showcase international dance companies, famous vocalists, TITAS, and nationally celebrated bands. Discounts for employees often available. <a href="http://www.smu.edu/mcfarlin/">http://www.smu.edu/mcfarlin/</a></li> <li>• Participate in a sport - The Dedman Center for Lifetime Sports offers informal recreation including Intramurals and Sport Clubs, Outdoor Adventure, opportunities for fitness and recreation with pool (Aquatics). The Intramural program has over 30 different individual/dual and team sport activities throughout the academic year. <a href="http://www.smu.edu/recsports/dedman/index.html">http://www.smu.edu/recsports/dedman/index.html</a></li> <li>• Visit the Meadows Museum - The Meadows Museum, a division of SMU's Meadows School of the Arts, houses one of the largest and most comprehensive collections of Spanish art outside of Spain, with works dating from the tenth to the twentieth century. <a href="http://www.meadowsmuseumdallas.org/">http://www.meadowsmuseumdallas.org/</a></li> <li>• Get involved in SMU Staff Association - Every staff member at SMU is a member of the SMU Staff Association (SMUSA) at no cost. You can join any of the eight committees. <a href="http://www.smu.edu/staff_association/">http://www.smu.edu/staff_association/</a></li> <li>• Volunteer/Community Service</li> </ul>
<p><b>Conveniences</b></p>	<ul style="list-style-type: none"> <li>• Dining Services (on campus) – Snack Exchange, Java City Cyber Café, Montague’s Deli, SMUoathies, ChickFil-A, Subway, Mac’s Place, The Gates Restaurant, RFoC (Real Food on Campus) <a href="http://www.campusdish.com/en-US/CSSW/SouthernMethodist">http://www.campusdish.com/en-US/CSSW/SouthernMethodist</a></li> <li>• SMU Bookstore has teamed up with Barnes and Nobles (10% disc.)</li> <li>• Barber shop, print shop, ATM machine</li> <li>• Post Office</li> <li>• Pony Express allows ability to use ID card as a Debit Card without a service fee</li> <li>• Discounted Entertainment (off campus) - theme parks, theatre</li> <li>• Free access to SMU Libraries <a href="http://www.smu.edu/cul/">http://www.smu.edu/cul/</a></li> <li>• Free Internet Access (compare to AOL™ at \$263.00 per year)</li> <li>• Dallas Teachers Credit Union Membership - checking, savings, loans</li> <li>• Single Family Housing, at approximately 20% less than market rates, subject to availability</li> <li>• Wireless computing hotspots across campus</li> <li>• Discounted software at Computer Corner <a href="http://www.smucomputercorner.com/">http://www.smucomputercorner.com/</a></li> </ul>