

Dear :

As recipients of Nazareth College Job Postings, we felt it would be beneficial to provide you with an overview of the College and Benefits Program. This information may be helpful to you as well as future candidates considering Nazareth College as a place of employment.

Nazareth College was founded in 1924 and is an independent liberal arts college for men and women. Our mission is to educate students in the liberal arts and sciences and in professional fields, with the goal of fostering lifelong commitment to intellectual, ethical and aesthetic values. U.S. News & World Report for 2001 ranks Nazareth College in the top 20 colleges and universities in the North Region and fourth among North Region universities on its "Great Schools at Great Prices" list. Our 2002 Fact Sheet is attached for your reference.

Nazareth College is on a bus line and employs approximately 388 employees, 233 of which are staff employees. From time to time, we have openings for entry level clerical positions such as Receptionist, Secretary III, as well as higher level clerical positions such as Secretary I. We also have job openings for professional positions. Our open positions are listed on the Internet at www.naz.edu.

Nazareth College employees enjoy an excellent benefits program. An Outline of Benefits for Full Time Support Staff and Administrative Staff Employees is attached. A general summary of our benefits program is outlined below.

- ❑ College paid undergraduate tuition at Nazareth College and St. John Fisher College for employees and dependents.
- ❑ College paid graduate tuition at Nazareth College for employees. College paid graduate tuition (66%) at Nazareth College for dependents of employees.
- ❑ Retirement Plan (8% or 10% college contribution based on length of service and 2% employee contribution)
- ❑ Flexible Benefits Program (choose the benefits you need)
- ❑ Flexible Spending Account (covers medical and dependent care expenses with pretax dollars)
- ❑ Medical Insurance with prescription drug coverage (six options)
- ❑ Major Medical Coverage (after deductible, reimbursement of up to 80% for covered medical expenses)

- ❑ Long Term Care Insurance
- ❑ Dental Programs
- ❑ Vision Insurance
- ❑ Life Insurance
- ❑ Business Travel Insurance
- ❑ Holidays, Personal Days, Sick Time and Vacation
- ❑ Disability Insurance (Short and Long Term)
- ❑ On-site Child Care Center available
- ❑ Summer Camps for Children available
- ❑ Use of Nazareth facilities including fitness center, pool, library, etc.
- ❑ Discounted tickets for the Nazareth College Arts Center
- ❑ Free Parking on main campus

As you can see from the above summary, Nazareth College offers an outstanding benefits program. The Tuition Program and the Retirement Plan are among the most competitive in the area. We hope this information will be helpful to you and potential applicants for employment. If you have any questions, please contact me at 389-2060, Mary Sue Engle, Assistant Director of Human Resources at 389-2064 or Pamela Douglas, Multicultural Recruiter at 389-2066.

Sincerely,

Carol F. O'Neill
Director of Human Resources

Attachments