



**Posting Information**  
**(Submit with the Job Search Request Form)**

<b>Position Title:</b> Click or tap here to enter Title.
<b>Full-Time</b> <input type="checkbox"/> or <b>Part-Time</b> <input type="checkbox"/> , <b>If Part-Time, Number of hours per week:</b> Click or tap here to enter Numbers of Hours per week.
<b>Temporary:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> , <b>If Yes, Number of Months:</b> Click or tap here to enter Number of Months.
<b>Suggested Search Committee Chair:</b> Click or tap here to enter Committee Chair.
<b>Suggested Search Committee Members:</b> Click or tap here to enter Committee Members.
<b>Position reports to:</b> Click or tap here to enter who the Position reports to.
<b>Start Date:</b> Click or tap here to enter Start Date.
<b>Job Summary:</b> Click or tap here to enter Job Summary.
<b>List Duties of Position:</b> Click or tap here to enter Duties of Position. <b>(or attach job description or vacancy notice)</b>
<b>Qualifications Required:</b> Click or tap here to enter Qualifications Required. <b>(or attach job description or vacancy notice)</b>
<b>Qualifications Preferred:</b> Click or tap here to enter Qualifications Preferred.
<b>Open Until Filled:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Faculty and some Exempt Staff will have review dates; all other staff will have a closing date determined by H.R.</i>
<b>Suggested Review Date:</b> Click or tap here to enter Suggested Review Date.
<b>Additional Comments:</b> Click or tap here to enter Additional Comments.

**\*All posting information must be reviewed by the Director of Human Resources.**

**This form was completed by:** Click or tap here to enter Name.