**Posting Information**

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

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