Office of the University Provost
Staff/Student Job Posting Form

Position Information

Department:

Base title: Position number (If one already exist):

Part-Time/Full-Time: Reg/Temp: Salary Range:

Reports to Person: Driving Requirement:

Funding: Budget approval:

If the funding will be split please list additional funding sources:

Is this grant funded:
Additional Notes:

Posting information:

Scope of Search:

Job description: There is a generic job description that would accompany the job title, but it can be modified to match your needs.

Working Environment:

Essential Duties:

Desired Qualifications: These are the qualification is which we can screen the applicants.

Department Statement:

Initial closing date: Post for minimum days   Post for standard 2 wks
                                                    (SW - 3 days/Staff - 5 days)   (14 business days)