



# ADVERTISING REQUEST

Position Title

New Position

Replacement for

Full-Time

Part-Time

Number of hours per week

Supervisor's Name

Phone Number

Work Location

Department

Funding Source

Date Needed

Internal Posting Only

External Posting

Preferred advertising media/source

## POSITION INFORMATION (OR ATTACH JOB DESCRIPTION)

Duties/Responsibilities

Qualifications

(If you need additional space, please attach a separate sheet of paper.)

Requested by (Supervisor's Name & Title)

Signature

Date

Requested by (Director's Name & Title)

Signature

Date

## APPROVALS

Budget Office (approval denotes sufficient funding)

Signature

Date

Director of Business & Finance, R&D

Signature

Date

Vice President/Dean

Signature

Date

Academic Program & Title III Support Activities Director

Signature

Date