

# VACANCY ANNOUNCEMENT FORM

## GENERAL INFORMATION

New Position  Vacant Position

Previous Incumbent \_\_\_\_\_

Location:  East Grand Forks  Thief River Falls  Other: \_\_\_\_\_

Joint Campus Assignment

Position Classification Title: \_\_\_\_\_ Bargaining Unit: \_\_\_\_\_

## TYPE OF POSITION

- Temporary  Full-time
- Unlimited  Part-time \_\_\_\_\_ Percentage
- Seasonal  Other \_\_\_\_\_
- Intermittent

## SEARCH COMMITTEE MEMBERS

Search Committee Chair \_\_\_\_\_

## POSITION RESPONSIBILITIES/DESCRIPTION

## QUALIFICATIONS/SCREENING CRITERIA

(Please see HR for support staff positions because they occasionally have pre-existing minimum qualifications.)

**Minimum Qualifications**

**Preferred Qualifications**

## APPLICATION PROCESS

- Application Deadline \_\_\_\_\_
- Open until filled. Screening of applications to begin \_\_\_\_\_

## SUGGESTED RECRUITMENT SOURCES

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Signature of Respective Vice President

Approval of President: \_\_\_\_\_