

VACANCY ANNOUNCEMENT FORM

GENERAL INFORMATION

_____ New Position

_____ Vacant Position

Previous Incumbent _____

Location: East Grand Forks Thief River Falls Joint Campus Other: _____

If Joint Campus: Incumbent Campus Selection Upon Hire College Designated (Enter Campus): _____

Position Classification Title: _____

Bargaining Unit: _____ Working Title: _____

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 (Unclassified Only)

Screening of applications to begin _____

SUGGESTED RECRUITMENT SOURCES

APPROVALS

Submitted by: _____ Date: _____ President's Cabinet Approval

Approval of Respective VP/Dean: _____

Approved of President: _____

Approval of Director of HR: _____