

STUDENT/WAGE VACANCY

POSITION POSTING REQUEST FORM

Unit/Office _____

Admin Area _____

Position Title _____

Student/Graduate/Postdoctoral Position

OR

Wage Position

of Vacancies _____

of hours/week _____

Begin Posting Date _____ End Posting Date _____

OR

Open Until Filled

External Advertising Requested

Yes

No

Budget/Fund for Ads _____

Place External Ad in (1): _____

Place External Ad in (2): _____

Place External Ad in (3): _____

Access IDs for those who need to view Applicants – Check the box for any who need manager access

_____	_____	_____	_____
_____	_____	_____	_____

Job Description:

Approvals Received

Please Note: By checking the box above and submitting this form you are acknowledging that all departmental approvals have been received for the posting of this position.