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: ___________

CHRO Approval: ______________________________________________________

Approved by Respective Vice President/Dean: ______________________________________

Approval of President: _________________________________________________________