## 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: ___________________________