

**POSITION REQUEST FORM
ROANE STATE COMMUNITY COLLEGE**

ADVERTISING METHOD: NEW POSITION
 Internal External VACANT POSITION

**TO ADVERTISE A
REGULAR POSITION**

NOTE: Use this form to request the advertisement of a part- or full-time regular position. Please complete all spaces below, obtain the necessary signatures of request, and **return to Human Resources as a final step**. Upon approval and distribution of the announcement, you will receive a copy of the announcement, and further information on the process of filling the position. (Please print or type the information provided.)

APPLICATION DEADLINE: *All positions will remain open, at minimum, for the required amount of time. Exempt (internal or external) will be posted for 30 days. Non-exempt (internal or external) will be posted for 14 days. Screening will begin 7 days after position is opened for non-exempt (support staff) and 15 days for e x e m p t (faculty and administrative/professional) positions.*

POSITION TITLE: _____

DESCRIPTION OF DUTIES: (List one to five, be specific, avoid such phrases as "and other duties as assigned.") See attached

1. _____
2. _____
3. _____
4. _____
5. _____

QUALIFICATIONS/RATINGS: (List one to five: degree or non-degree, experience desired, special skills or talent. Rate each qualification according to importance on a scale of 1-5 with 5 being the highest.) See attached

1. _____
2. _____
3. _____
4. _____
5. _____

STARTING DATE: (Appropriate time at which employment would begin.) _____

REASON FOR POSITION: _____

BUDGETARY AND REQUEST INFORMATION:

HRS ACCOUNT NUMBER: _____	POSITION FLAGS:		
HRS POSITION NUMBER: _____	TYPE: BASE: STAT:		
AMOUNT BUDGETED: _____	ROLL: P/T: DIV:		
	DEPT: UNIT:		

SIGNATURES: All signatures are needed before action can be taken.

_____	_____
Date	Requested By
_____	_____
Date	Human Resources/AA Coordinator
_____	_____
Date	Executive Officer
_____	_____
Date	Vice President of Finance
_____	_____
Date	President

Original - Human Resources Office
Yellow Copy - Payroll Office

Pink Copy - To Be Returned To Requester
Gold Copy - File