

**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 until filled. Screening will begin 7 days after position is opened for support staff and 30 days for faculty and administrative 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 Pink Copy – To Be Returned To Requester
Yellow Copy – Payroll Office Gold Copy – File