



### Request to Advertise Vacancy

(Use one form per position.)

Use this form when needing to fill a position. Please complete the form in detail, attach a draft job description with proposed qualifications and duties, and route for appropriate signatures. Human Resources will begin recruiting upon receipt of the signed form and proposed job description.

Department: BUSINESS OFFICE

Job title of vacancy: ACCOUNTING CLERK

Position needed by NOVEMBER 1, 2012 (date)

Specifications (place a check mark by the appropriate item):

Full time  Proposed Salary Schedule (check only one option):  
B\_\_\_ C1\_\_\_ C2\_\_\_ C3\_\_\_ D\_\_\_ E1\_\_\_ E2\_\_\_ E3\_\_\_ E4  E5\_\_\_

Part time  Number of hours per week: \_\_\_\_\_  
Anticipated schedule (Mon-Thurs, 5:00-9:00 pm, etc.): \_\_\_\_\_

Other special considerations: See Attached Job Description

Proposed pay rate: Step 0-2  
\$ 23,560 - 25,375 per year (Depends on exp.)

Funding source: 1-06-2000 - SUF

Verified by: Sue Kelly Date 8/21/12  
Chief Financial Officer (Signature)

Requested by:

Department Chair or Director (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Approved by:

Sue Kelly Date 8/21/12  
Dean (Signature)

Carol P. Fudge Date 8/21/2012  
Vice President/Dean of the College (Signature)

[Signature] Date 8-21-12  
President (Signature)

Submit this request form and a proposed job description to the Human Resources office for processing.

