



Request for Employment Advertisement

All external employment advertisements must be placed through the Office of Human Resources.

To place an external advertisement for an open, approved position, please complete the following steps:

- Review job description and posting on www.nsujobs.com to ensure information is accurate and up to date.
- Complete, print, and return this form with authorized signature to the Office of Human Resources.
- If providing advertisement text, include position responsibilities and minimum qualifications in Word format.

Please note: It may be necessary for the Office of Human Resources to make changes to the advertisement as they pertain to legal requirements and employment guidelines.

Date you wish ad to be placed: _____ (OHR will advise of publication date prior to posting.)

Title of Position to be advertised: _____ Position #: _____

Charge To:

			3571
ACTV CODE (2-3 Alpha-Numeric)	DEPT/ PROGRAM CODE (5 Digit)	INDEX/ ORG # (6 Digit)	ACCOUNT NUMBER (4 Digit)

Please indicate if you wish salary to be advertised: Yes No

Commensurate with experience

Salary Range _____

Indicate below in which publications and sections you wish to advertise:

PUBLICATION:

- APA Monitor
 - Sun-Sentinel
 - Miami Herald
 - Palm Beach Post
 - Chronicle of Higher Education
 - Other: _____
- Careerbuilder.com
 - Monster.com
 - HigherEdJobs.com

SECTION:

- Professional
- Clerical
- Technical
- Management
- Other: _____

Contact: _____ Ext: _____ Department: _____

Authorized Signature: _____ Date: _____

Print name (if different than contact): _____

Special Instructions: _____