



MAKING EDUCATION POSSIBLE

### ADVERTISEMENT REQUEST

The advertisement request form is to be completed and approved for each position vacancy **before** the job announcement can be posted in-house or released to the public. Please complete and forward the request to the Office of Human Resources.

#### SECTION I

<input type="checkbox"/> <b>Classified Staff</b>	<input type="checkbox"/> <b>Faculty</b>	<input type="checkbox"/> <b>Non-Classified</b>
<b>Title</b>	<b>Division</b>	<b>Title</b>
<b>Salary</b>	<b>Salary</b>	<b>Salary</b>
<b>Paygrade</b>	<b>Rank</b>	

#### SECTION II

- In-house posting only. (10 working days required for all non-exempt classified positions)
- In-house posting and external publications simultaneously (10 working days)
  - Sunday if Applicable
  - Bluefield Daily Telegraph
  - Roanoke Times
  - Register Herald (Beckley)
  - Charleston Gazette
  - Welch Daily News
  - WV Daily News/Valley Ranger
  - Nicholas Chronicle
  - Other: \_\_\_\_\_
- Special journals or publications:  Print  Display or  (Line)  Online
  - The Chronicle of Higher Education
  - Diverse Issues in Higher Education
  - Affirmative Action Register
  - HigherEdJobs.com
  - Other: \_\_\_\_\_

#### SECTION III

Requested closing date for applications (10 working days minimum from posting): \_\_\_\_\_  
 Targeted date position is to be filled: \_\_\_\_\_

#### SECTION IV

Minimum Qualifications (Faculty and NC Positions only):  
 Degree: \_\_\_\_\_  
 Experience: \_\_\_\_\_

\_\_\_\_\_  
 Hiring Supervisor Date

\_\_\_\_\_  
 Cabinet Level Supervisor Date