



## OPEN POSITION & AFFIRMATIVE ACTION PACKET

Date: **Presidential Approval:**

Title/Rank: Department:

Supervisor: Classification:

New Position: Yes No Incumbent:

**Degree Required:**

(Director-level and above require a Master’s degree at minimum. Exceptions on a case-by-case basis)

**Required Qualifications:**

Preferred Qualifications: *(Please note: Classified positions **must** list Associate’s degree preferred – with a few exceptions. Contact HRS with questions.)*

Position Necessity:

Relation to Strategic Plan Objectives and Program Performance (e.g., restructure/redesign for efficiency), if any:

Implications of Delay in Filing/Impact if Approved or Denied, if any:

Funding Source:

Budget Position Type:

Account Number(s):

# of months:

FTE:

Salary Range:

Is there a chance reimbursement for [moving expenses](#) will be offered? Yes No  
(Moving expenses are NOT charged to the hiring department.)

**Electronic Routing Approval:** *(please follow the routing order below from left to right)*

Coordinator / Director	Human Resources	Budget Office	Dean	Vice President	President	Human Resources

Budget Office Use Only:

## SEARCH COMMITTEE MEMBERS

\*The members of the search committee are dependent upon the approval of the President/Vice President.

Search Committee Chair:

Search Committee Member:

Search Committee Member:

Search Committee Member:

Search Committee Member:

Search Committee Member:

Search Committee Member:

Search Committee Member:

Search Committee Member:

## ADVERTISING REQUEST

HRS is responsible for placing ads for all Faculty, Classified, and Professional staff positions. Ads will be placed in periodicals and on social media websites that receive the most traffic based on data received from our Applicant Tracking System. **HRS will automatically reach out to Job Elephant for posting suggestions and post in the Lewiston Tribune on the first Sunday of each month.**

Classified positions: Maximum of \$500 advertising budget; Faculty and Professional Staff positions: Maximum of \$1500 advertising budget. ***If the amount exceeds the maximum, contact your VP for approval.***

**\*Optional - Additional Journals/Associations** (add periodical in the spaces provided and HRS will place the ad for you)

## Advertisement for LC State Website

LC State invites applications for the position of:

Salary and rank based on experience and qualifications:

Degree Required: *(Please note: Director-level and above require a Master's degree at minimum. Exceptions on a case-by-case basis)*

Required Qualifications: *(Classified positions must use [State job classification requirements](#))*

Preferred Qualifications: *(Please note: Classified positions **must** list Associate's degree preferred – with a few exceptions. Contact HRS with questions.)*

Responsibilities:

Application Procedure: Please upload all of the following documents or your application may not be considered for review:

- Cover Letter/Letter of Interest
- Resume/Curriculum Vitae
- Contact Information or Letters for three (3) Professional References
- Unofficial Transcripts (Official Transcripts requested upon hire)

This position is open until filled; however, applications received on or before consideration. Posting will remain open until a suitable pool of candidates is identified.

will receive first

*This position is subject to the successful completion of a criminal background check and may also be subject to an education verification. LC State is an EEO/AA/VETS employer.*