

**Lewis-Clark State College
Affirmative Action Office
REQUEST TO HIRE**

Date: _____ To: Affirmative Action Office/Human Resource Services

Position Title: _____

Department: _____ Division: _____

Date of Vacancy: _____ New Position: _____ If New Position, attach **New Position Approval Form OR**

Name of Person Previously in this Position: _____ PCN#: _____

Minimum Qualifications:

Approximate Salary Range for: _____ 9 _____ 10 _____ 11 _____ 12 months \$ _____

Closing Date: _____ Date to Begin Employment: _____

Is there a chance reimbursement for moving expenses will be offered? Yes _____ No _____

The State of Idaho requires that the College obtain approval to offer reimbursement for moving expenses to potential new hires prior to any offer being made. The Board of Examiners (the entity with responsibility for this approval) meets monthly. It is extremely important that LCSC request approval at the earliest date possible.

Required Signatures:

Director/Division Chair	Dean	Provost	President	Affirmative Action Officer/HR

(This is the advertisement that will be placed in the newspaper. No boxed ads without prior approval from Provost for all ads.)

ADVERTISEMENT PLAN

_____ (position title)

Paper/Website: _____

Run Dates: _____

Cost (\$): _____

Paper/Website: _____

Run Dates: _____

Cost (\$): _____

Paper/Website: _____

Run Dates: _____

Cost (\$): _____

Paper/Website: **Lewis-Clark State College Human Resource Services' Website** YES _____ NO _____

Run Dates: _____

Paper/Website: **Lewis-Clark State College Placement Bulletin** YES _____ NO _____

Run Dates: _____

ADVERTISEMENT FOR NEWSPAPER

Lewis-Clark State College invites applications for the position of:

_____ The College offers four-year and two-year degrees, technical certificate programs and outreach programs in a variety of fields.

Degree Requirement: _____

Preferred Qualifications: _____

Required Qualifications: _____

Employment to start: _____

Salary and rank based on experience and qualifications, up to: _____

For a complete job description, visit www.lcsc.edu/humanresources. Please send cover letter, resume, and name, address, and phone number of three references to: Human Resource Services, Lewis-Clark State College, 500 8th Avenue, Lewiston, Idaho 83501; telephone (208) 792-2269; fax (208) 792-2872; email vswift@lcsc.edu.

Application review will begin: _____

This position is subject to the successful completion of a criminal background check. LCSC is an EEO/AA employer.

(This is the advertisement that will be placed on the HRS website)

LEWIS-CLARK STATE COLLEGE ANNOUNCES AN OPENING FOR POSITION OF

(position title)

STARTING DATE: _____ ; Interviews begin: _____

SALARY: Based on experience and qualifications, up to _____

DEGREE REQUIREMENT:

QUALIFICATIONS: **Preferred:**

Required:

RESPONSIBILITIES:

COLLEGE: Lewis-Clark State College is a regional college, founded in 1893, with a three-part role and mission as a traditional baccalaureate college, a technical college, and a community college for north central Idaho. The College offers undergraduate instruction in the liberal arts & sciences as well as in professional and applied technical programs.

DEADLINE: Cover letter, resume, and name, address, and phone number of three references should be submitted to Human Resource Services, Lewis-Clark State College, 500 8th Avenue, Lewiston, Idaho 83501; telephone number: (208) 792-2269; email: vswift@lcsc.edu. Application review will begin _____

This position is subject to the successful completion of a criminal background check.

Lewis-Clark State College is an Affirmative Action/Equal Opportunity Employer which promotes the free exchange of ideas in an environment that celebrates the dignity, worth, and contributions of all individuals. In that spirit, we seek a broad spectrum of candidates including women, people from all cultural backgrounds, and individuals with disabilities.

(This job description will be placed in the employee's personnel file)

**LEWIS-CLARK STATE COLLEGE
JOB DESCRIPTION
for**

(position title)

Position:

Responsibilities:

Specific Duties:

SEARCH COMMITTEE MEMBERS

Search Chair

Member

Member

Member

Member

Member

Member

Member