



# LEWIS-CLARK STATE COLLEGE

## AFFIRMATIVE ACTION PACKET

PCN#: \_\_\_\_\_ Title and/or Rank: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

New Position: Yes No Incumbent: \_\_\_\_\_

# of months: \_\_\_\_\_ FTE: \_\_\_\_\_ Salary Range: \_\_\_\_\_

Will this position be advertised internally? Yes No

Will this position be advertised externally? Yes No

Paper/Website: \_\_\_\_\_  
 Run Dates: \_\_\_\_\_  
 Cost (\$): \_\_\_\_\_

Paper/Website: \_\_\_\_\_  
 Run Dates: \_\_\_\_\_  
 Cost (\$): \_\_\_\_\_

Paper/Website: \_\_\_\_\_  
 Run Dates: \_\_\_\_\_  
 Cost (\$): \_\_\_\_\_

Paper/Website: \_\_\_\_\_  
 Run Dates: \_\_\_\_\_  
 Cost (\$): \_\_\_\_\_

### ADVERTISEMENT

No boxed ads without prior approval from Provost for all departments.

Below is an example of a short ad that should be used in a newspaper. This example would cost around \$390.00 to be placed in the Tribune with LCSC logo for a combination of either Sunday/Wednesday or 2 Sundays. Please refer to the next page for the advertisement to be placed on the LCSC Human Resources' website. If the ad will be placed in a publication other than the Tribune, or electronically other than on the HRS webpage (example: Higher Ed Jobs, The Chronicle of Higher Education, etc), the ad verbiage needs to be noted on the last page.

**Please type Advertisement below for approval:**

**Electronic Routing/Approval:** (date and approval signature stamp)

Coordinator/Dept. Head/Director	Dean	Vice President/President	Affirmative Action Officer/HRS



# LEWIS-CLARK STATE COLLEGE

## ADVERTISEMENT FOR LCSC WEBSITE

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

Salary and rank based on experience and qualifications:

Degree Requirement:

Required Qualifications:

Preferred Qualifications:

Responsibilities:

Electronically submit the following documents:

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Application deadline is:

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



**SEARCH COMMITTEE MEMBERS**

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Search Chair

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Member

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Member

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Member

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Member

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Member

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Member

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Member



**LEWIS-CLARK STATE**  
**COLLEGE**

**AD VERBIAGE FOR PUBLICATIONS OTHER THAN NEWSPAPER OR HRS WEBSITE**

\*Example: HigherEdJobs, The Chronicle of Higher Education, etc. Leave blank if only posting in paper or website.