



OPEN POSITION & AFFIRMATIVE ACTION PACKET

Date of Presidential Approval: _____

Date:

PCN#:

Title/Rank:

Classification:

Supervisor:

Department:

Division:

New Position: Yes No Incumbent:

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

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

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. **You may leave this page blank, as HRS will automatically place the advertisements.**

If there are specific periodicals and social media websites where you would like HRS to post the position, please check those specific boxes below. If there are other journals or websites, please enter them on the blank lines provided at the end of this page. 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: You may put a check next to your top three (3) advertising sources below. If you leave this section blank, HRS will place ads on websites that receive the most views.

✓	Social Media website	Average Cost
	Facebook (automatically posted for free)	Only check if you want the post boosted - \$100+
	LinkedIn (automatic job board push)	Only check if you want the post boosted - \$100+
	Indeed (automatic job board push)	Only check if you want the post boosted - \$100+
	Higher Ed Jobs	\$345 for up to 60 days (online)
	The Chronicle	\$435 for up to 60 days (online)
	CareerBuilder	\$375 for up to 30 days (online)
	Women in Higher Ed	\$400 for up to 30 days (online)
	American Assn. of State Colleges & Universities	\$325 for up to 30 days (online)
	ZipRecruiter	\$300
✓	Newspaper	Average Cost for two Sundays & online
	Lewiston Tribune	We purchased a banner ad with all our vacant positions that continuously run online.
	Moscow-Pullman Daily News	\$125
	Idaho Statesman (Boise)	\$950; or online only = \$650
	The Spokesman-Review (Spokane)	\$450
	Idaho State Journal / Post Register (Eastern ID)	\$715
	Tri-City Herald (Tri-Cities)	\$575
	Times News / Magic Valley (Twin Falls)	\$390
	Union Bulletin (Walla Walla)	\$335

Additional Journals/Associations (add periodical and cost in the spaces provided and HRS will place the ad for you)

Cost Estimate: _____

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:

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 Due at the Time of Interview (Official Transcripts requested upon hire)

Closing date for CLASSIFIED position:

Closing date for FACULTY & EXEMPT positions: This position is open until filled; however, applications received on or before will receive first consideration. Posting will remain open until a suitable pool of candidates is identified.

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.