

JOB OPENING**SECTION 1 – Vacancy Information (For Department Use)**

Request Date: _____ Position Title: _____ Pay Grade _____

Full-Time Part-Time If Part-Time, # Hours to be worked? _____

Contact Person/Title: _____

Phone: _____ Email address: _____

New Position Vacant Position Employee Vacating Position: _____

Date Vacated: _____

Reason for vacancy: Resignation Termination Transfer Promotion Other

Who Will Supervise New Employee?: _____

SECTION 2 – Job Duties and Responsibilities:Please attach a paper with the job title, duties, responsibilities and the required/desired knowledge, skills and abilities. Please also email this information to lwalke@csuniv.edu for posting purposes.**SECTION 3 – Approvals:**

Supervisor: _____ Date: _____

Senior Officer: _____ Date: _____

President: _____ Date: _____

SECTION 4 – Human Resources Office Use Only Position Control # _____

Advertising from _____ To _____ Date Filled _____

Advertised in Post & Courier Website Job Board Other

Person Hired: _____ Race: ____ Sex: ____ SSN (last 4) _____

Comments: _____

Authorized Signature: _____