

CHARLESTON SOUTHERN UNIVERSITY

JOB OPENING

SECTION 1 – Vacancy Information (Department Use)

Request Date: _____ Pay Grade: _____

Position Title: _____

Full Time: _____ Part Time (# hours to be worked) _____

Contact Person: _____ Title: _____ Phone: _____

E-mail Address: _____

Supervisor of Position: _____

Employee Vacating Position: _____ Date Vacated: _____

Reason for Vacancy: Resignation _____ Termination _____ Transfer _____ Promotion _____ Other _____

SECTION 2 – Job Duties and Requirements (Department Use)

Description of Duties (Essential Functions): _____

Required Knowledge, Skills and Abilities(KSA's): _____

Preferred KSA's: _____

Helpful KSA's: _____

SECTION 3 – 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: _____

Comments: _____

Authorized Signature: _____

Revised 10/19/04