

# Request for Employment Advertisement

*All external employment advertisements must be placed through the Office of Human Resources.*

To place an external advertisement for an open, approved position, please complete the following steps:

- Review job description and posting on [www.nsujobs.com](http://www.nsujobs.com) to ensure information is accurate and up to date.
- Complete, print, and return this form with authorized signature to the Office of Human Resources.
- If providing advertisement text, include position responsibilities and minimum qualifications in Word format.

Please note: It may be necessary for the Office of Human Resources to make changes to the advertisement as they pertain to legal requirements and employment guidelines.

Date you wish ad to be placed: \_\_\_\_\_ (OHR will advise of publication date prior to posting.)

Title of Position to be advertised: \_\_\_\_\_ Position #: \_\_\_\_\_

Charge To: \_\_\_\_\_ Job #: \_\_\_\_\_

|                                  |                                    |                              |                                |
|----------------------------------|------------------------------------|------------------------------|--------------------------------|
|                                  |                                    |                              | <b>3571</b>                    |
| ACTV CODE<br>(2-3 Alpha-Numeric) | DEPT/<br>PROGRAM<br>CODE (5 Digit) | INDEX/<br>ORG #<br>(6 Digit) | ACCOUNT<br>NUMBER<br>(4 Digit) |

- Please indicate if you wish salary to be advertised:
- Yes     No  
 Commensurate with experience  
 Salary Range \_\_\_\_\_

Indicate below in which publications and sections you wish to advertise:

**PUBLICATION:**

- |   |   |
|---|---|
| <input type="checkbox"/> APA Monitor<br><input type="checkbox"/> Sun-Sentinel<br><input type="checkbox"/> Miami Herald<br><input type="checkbox"/> Palm Beach Post<br><input type="checkbox"/> Chronicle of Higher Education<br><input type="checkbox"/> Other: _____ | <input type="checkbox"/> Careerbuilder.com<br><input type="checkbox"/> Monster.com<br><input type="checkbox"/> HigherEdJobs.com |
|---|---|

**SECTION:**

- Professional  
 Clerical  
 Technical  
 Management  
 Other: \_\_\_\_\_

Contact: \_\_\_\_\_ Ext: \_\_\_\_\_ Department: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name (if different than contact): \_\_\_\_\_

Special Instructions: \_\_\_\_\_