

# Vacancy Announcement System (VAS)

## Position Vacancy Announcement Request

Date: \_\_\_\_\_ Department: \_\_\_\_\_

SUS  SUBR  SULC  SUAREC  SUNO  SUSLA

Application Deadline: \_\_\_\_\_ Date position to be filled: \_\_\_\_\_

Position Title: \_\_\_\_\_ Civil Service Pay Level: \_\_\_\_\_

Salary (annual): \_\_\_\_\_ or Salary Range: \_\_\_\_\_ to \_\_\_\_\_

**Please check all categories that apply to this position:**

Status:	Faculty Position	Unclassified Position	Classified Position
<input type="checkbox"/> Part-time % of time	<input type="checkbox"/> Temporary	<input type="checkbox"/> Administrative	<input type="checkbox"/> Probationary
<input type="checkbox"/> Full-Time	<input type="checkbox"/> Tenure	<input type="checkbox"/> Temporary	<input type="checkbox"/> Job Appointment
	<input type="checkbox"/> Tenure Track (Probationary)	<input type="checkbox"/> Permanent	<input type="checkbox"/> Provisional Appointment
	<input type="checkbox"/> Grant	<input type="checkbox"/> Grant	FOR HR USE ONLY: CS Job Code: _____
	<input type="checkbox"/> Contract	<input type="checkbox"/> Contract	

Contact Person: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact e-mail address is for:

Human Resources utilization only     posting to VAS website

**Brief job description** [Maximum 12 lines @ 250 characters (including spaces) per line]:

**Minimal qualifications** [Maximum 12 lines @ 250 characters (including spaces) per line]:

**Remarks/How To Apply (letter of application, curriculum vita, resume', references, etc)/Mailing Address**

[Maximum 12 lines @ 250 characters (including spaces) per line]:

**Note: Approved Position Vacancy Authorization form(s) must be received in the Office of Human Resources before vacant positions will be announced.**