

Date \_\_\_\_\_

# CENTRAL STATE UNIVERSITY

## Position Advertisement Request Form

**Requested By:**

**Division:**

**Position Title:**

**Faculty (Check all that apply)**

- Full Time
- Adjunct
- Tenure Track
- Term

**Staff (Check all that apply)**

- Professional
- Clerical/Administrative
- Service/Maintenance
- Full Time     Part Time

**Please give a brief description of the critical information you desire to be advertised.**

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**Please check all of the items you require for applicant consideration.**

- |  |   |
|--|---|
| <input type="checkbox"/> Application<br><input type="checkbox"/> Résumé<br><input type="checkbox"/> Letter of Interest<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> References/Number of _____<br><input type="checkbox"/> Curriculum Vitae<br><input type="checkbox"/> Official Transcripts |
|--|---|

**Human Resources announces vacant positions on the CSU Job Board, the CSU Job Line, the CSU web page, and WCSU-FM. The following are additional sources Human Resources utilizes to advertise vacant positions. Please check any you wish for us to utilize in advertising your position. If there are additional advertising sources you would like for us to utilize, please list them on the lines that say "Other."**

**Routine Advertising**

- HBCUConnect.com
- GreaterDaytonWorks.com
- HigherEdJobs.com
- Other \_\_\_\_\_
- Other \_\_\_\_\_

**Special Advertising**

- The Chronicle of Higher Education
- Dayton Daily News
- Columbus Dispatch
- Other \_\_\_\_\_
- Other \_\_\_\_\_