Columbia State Community College

Employment Requisition

Job Title: _____ Position No. _____

Department: _____ Account No. to Charge: _____

Employment Category	Position Information
☐ Administrative/Professional ☐ EEO1 - Executive/Administrative Managerial ☐ EEO3 - Professional Non-faculty ☐ EEO5 - Technical/Paraprofessional ☐ Faculty – EEO2 ☐ Tenure-track appointment	Division/Department/Office ☐ Replacement for (name) _____ ☐ Percent if less than full-time: _____ % ☐ Academic Year Appointment (9 months –paid over 12) ☐ Fiscal Year Appointment (12 months – paid over 12) ☐ Modified Year (Non-faculty, 9 months – paid over 12)
☐ Term appointment	Salary Range: $ Low $ Mid $ Max
☐ Temporary appointment	
☐ Support Staff	Comments:
☐ EEO4 - Clerical & Secretarial	
☐ EEO6 - Skilled Crafts	
☐ EEO7 - Service/Maintenance	

Recruitment Media (Web recruiting will be utilized unless otherwise agreed)

☐ *Columbia Daily Herald	☐ Chronicle of Higher Education (web only)
☐ *Williamson Herald (Williamson County)	☐ Community College Times (web only)
☐ *Marshall County Tribune	☐ Diverse Jobs (web only) *(Diverse Issues in Higher Ed)*
☐ *Lawrence County Advocate	☐ Career Builder (used by Tennessean)
☐ *Wayne County News	☐ **Nashville Tennessean
☐ *Hickman County Times	☐ **Nashville Pride
☐ *Giles County Free Press	☐ **Memphis Commercial Appeal
☐ Democrat-Union (Lawrenceburg)	☐ **Chattanooga News Free Press
☐ Review Appeal (Franklin)	☐ **Knoxville News-Sentinel
☐ News Democrat (Waverly)	☐ **Huntsville Times
☐ Dickson Herald	☐ #Other

** All positions will generally be advertised in these media*
***Web recruiting media will be utilized unless special request & approval for non-web advertising;*
#Consider specialty publications for positions in disciplines such as health sciences, marketing, advancement, etc.

Special Instructions *(Please list any special instructions for advertisement here.)* *[Please print]*

Application Review Panel *(Print)*	Approvals *(Signature and Date)*		
1 _____	Supervisor	_____	_____
2 _____	Dean	_____	_____
3 _____	2nd Level Supervisor	_____	_____
4 _____	Vice President	_____	_____
5 _____	President	_____	_____
6			