

Alfred University Human Resources

**JOB POSTING FORM**

<b>Job Title:</b>	
<b>Start Date of Posting:</b>	

**WHERE TO POST THE JOB**

**Faculty/ATS Positions:**

- Alfred University Website (online, free)
- The Chronicle (online, fee)
- Higher Ed Jobs (online, 60 day positing, free)
- Insight Diversity (online, free)

*If different site is requested, please list the site name, URL, how many days to run the ad, and approximate cost*

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**Support Staff Positions:**

- Alfred University Website (online, free)
- Department of Labor Website (online, free)
- Sunday Spectator (Newspaper, fee)

*If different site is requested, please list the site name, URL, how many days to run the ad, and approximate cost*

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**FUNDING SOURCES FOR JOB ADVERTISEMENT**

<b>FOAP</b>	<b>Percentage</b>
FOAP 1:	%
FOAP 2:	%
FOAP 3:	%

**JOB POSTING AD FROM SUPERVISOR/DIRECTOR**

[Empty rectangular box for job posting advertisement content]

**REQUIRED SIGNATURES FOR APPROVAL**

<b>Routing Order</b>	<b>Print/Type Name</b>	<b>Signature</b>	<b>Date</b>
Supervisor			
Dean/Director			
Area VP			