



Instructions: The Advertising Request Form is to be completed before a job vacancy announcement (JVA) can be posted to advertise vacant positions through the Office of Human Resources (HR). Please complete this form, and obtain all approval signatures before forwarding to HR. [For regular positions, & adjunct/other faculty position advertisements.]

Submitted By (Immediate Supervisor): \_\_\_\_\_ Date: \_\_\_\_\_

SECTION I: Identify the Job to be Posted. Job Title: \_\_\_\_\_

Position Type (Check One): \_\_\_\_\_ Classified Staff\* \_\_\_\_\_ Faculty \_\_\_\_\_ Non-Classified Staff\* \_\_\_\_\_
Pay Grade \_\_\_\_\_ Identify Faculty Rank: \_\_\_\_\_
Position Number: \_\_\_\_\_
FTE (Check One): \_\_\_\_\_ 1.0 FTE \_\_\_\_\_ .83 FTE \_\_\_\_\_ .53 FTE \_\_\_\_\_
New or Existing Position (Check One): \_\_\_\_\_ New \_\_\_\_\_ Existing \_\_\_\_\_
If Existing Position, have job duties changed significantly from when it was last posted? \_\_\_\_\_ Yes \_\_\_\_\_ No
Campus Location: \_\_\_\_\_ Bluefield \_\_\_\_\_ Beckley \_\_\_\_\_
Budgeted Salary: \_\_\_\_\_ Fund Account Number: \_\_\_\_\_
\*Must Attach a Current Job Description

SECTION II: Indicate Where You Would Like This Vacancy Advertised - Actual advertising costs will be charged back to the requesting department. Please select your advertising options below. Check all that apply. Must send JVA draft in MSWord to humanresources@bluefieldstate.edu.

Table with 2 columns: Estimated Cost of Print Ad One Sunday and Estimated Cost of Online Ad (Usually 30-day posting). Rows include The Chronicle of Higher Education, Bluefield Daily Telegraph, Roanoke Times, Register Herald, Beckley, Charleston Gazette, and Other.

SECTION III: Recommend Your Search Committee Members – Refer to Hiring Policy No. HR-713 (https://www.bluefieldstate.edu/resources/board-governors/policies). Recommend at least three Search Committee Members, designate one person as Chair, and include African American representation. Contact persons in advance to check their availability.

1. Search Committee Chair \_\_\_\_\_
2. Search Committee Member \_\_\_\_\_
3. Search Committee Member \_\_\_\_\_
4. Search Committee Member \_\_\_\_\_
5. Search Committee Member \_\_\_\_\_

SECTION IV: APPROVALS - Please obtain required approvals in the numerical sequence indicated.

1. Dean/Director (of requesting department) Date \_\_\_\_\_
2. Cabinet-Level Administrator \_\_\_\_\_ Date \_\_\_\_\_
3. Department Head, Title III \_\_\_\_\_ Date \_\_\_\_\_
(# 3 applies to Title III Partial- or Fully-funded positions)
4. Chief Financial Officer \_\_\_\_\_ Date \_\_\_\_\_
5. Ofc of Human Resources Representative \_\_\_\_\_ Date \_\_\_\_\_

Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. Bluefield State University does not provide H1B visa or employment sponsorship.