



## Request to Advertise Form

Position to be posted: \_\_\_\_\_

Vacancy is due to: \_\_\_\_\_

If a New Position: **Attached a rational statement.**

Please check: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Date to be posted: \_\_\_\_\_

Funding Source (Budget Number): \_\_\_\_\_

Department/AREA: \_\_\_\_\_

Hiring Manager: \_\_\_\_\_

All advertisements are posted on the following websites:

- Bennett Website no charge
- Employment Security Commission no charge
- Diversity, Inc. no charge
- Inside Higher Ed \$165.00 for 30 days
- Triad Careers \$207.12 for 30 day web posting/print ad

Other than the websites listed above, please post on the following websites:

- \_\_\_\_\_
- \_\_\_\_\_

Please review the job description, make any changes or revisions. Attach a copy to this request along with a copy of the job description and email to Ms. Shirl Davis at [sbdavis@bennett.edu](mailto:sbdavis@bennett.edu).

Required Signatures:

\_\_\_\_\_  
Hiring Manager Date:

\_\_\_\_\_  
Department Chair / Division Director Date:

\_\_\_\_\_  
Area Vice President Date:

\_\_\_\_\_  
Provost & VP for AA / Senior Associate Provost Date:

\_\_\_\_\_  
Controller Date:

\_\_\_\_\_  
Director of Human Resources Date: