

Northwest Arkansas Community College

Notice to Announce Position

STEP 1: Position Description: (To be completed by Dept. Head or Supervisor)

NWACC Position Title:		Date:
Appropriation Act Position Title		If Classified Position, Grade of Position:
Name of Supervisor:		If Classified Position, HRLY RATE of Pay Requested: \$
Date Position Starts:	Application Deadline Date:	If Salaried Position, Annual Salary Requested: \$
Type of Position (Check all that Apply): <input type="checkbox"/> New <input type="checkbox"/> To Be Vacated <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		Name of Person Vacating Position:
<input type="checkbox"/> Classified Hourly	<input type="checkbox"/> Administrative	<input type="checkbox"/> Provisional
<input type="checkbox"/> Classified Salaried	<input type="checkbox"/> Extra Help	<input type="checkbox"/> Full-Time Faculty
	<input type="checkbox"/> Temporary Full-Time	<input type="checkbox"/> Academic 9-Month
		<input type="checkbox"/> Part-Time Faculty
<u>Position Education & Experience Requirements:</u>		
Education Requirements: <input type="checkbox"/> High School <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Specialist <input type="checkbox"/> Other		
What major/background:		Other Related Areas:
Work Experience: <input type="checkbox"/> None <input type="checkbox"/> 6 months <input type="checkbox"/> 1 - 2 years <input type="checkbox"/> 3 – 5 years <input type="checkbox"/> 6 – 10 years		
Please attach a current job description to this form.		Current Job Description Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Advertising Requested:</u> If you wish to advertise for this position internally only, please check here: <input type="checkbox"/>		
Do you wish to have position Advertiser In the Newspaper? (Unless specified, ads will run in the Morning News & Democrat Gazette.)		
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Box Ad (Will be charged to your dept.)	<input type="checkbox"/> General Listing (Title Only – free to your dept.)
<input type="checkbox"/> *If you wish to run a box ad, please attach ad information.	<input type="checkbox"/> Statewide (Will be charged to your dept. Please attach ad info.)	<input type="checkbox"/> Other:
Do you wish to advertise in other Publications, Newspapers, or Websites? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of publication / newspaper / website:
Cost to advertise in other publications or websites will be charged to the requesting department.		
Name of Search Committee Chairman:		
Dept. Head/Supervisor Signature:		Date:

(Please obtain Supervisor's signature – then send form to the HR Dept.)

STEP 2: Position Availability: (To be completed by the Director of Personnel Services)

Appropriation Act Title:	Appropriation Line Number:
Director of Personnel Services Signature:	Date:

STEP 3: Budget Availability: (To be completed by Director of Budget & Analytical Services)

NWACC Internal Position Title:	Banner Internal Position Number:
Is Position Budgeted in Current Fiscal Year? <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Budgeted \$ Fund: ORG: ACCT: PROG:
Dir of Business Services Signature:	Date:

STEP 4: Approval to Announce Position:

Cabinet Representative Signature:	Date:
President's Signature:	Date: