

FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE
REQUEST TO ADVERTISE

POSITION CLASSIFICATION: Administrative Professional Faculty Career Fund II

Position Title: _____ Position Number: _____

Date Position Available: _____ Position Location/Department: _____

Position Is (check one): Full-time Part-time (# of hours _____) Intermittent

Position Is (check one): Regular Temporary Last Day of Project (if applicable): _____

Is this a supervisory position? Yes No Incumbent: _____

Status of Incumbent: Promoted Retired Resigned Transferred Other Date: _____

Preferred Qualifications

Responsibilities/Duties

ADVERTISEMENT MEDIUM (position will automatically be listed on the vacancy board, job line and web site, except internal only):

Internal Only Times-Union Chronicle Black Issues Other (specify)

RECOMMENDATION	FISCAL/HUMAN RESOURCES OFFICE USE ONLY
	Budget # _____ # Hours _____
Manager/Supervising Administrator _____ Date _____	
APPROVAL	Director of Budget _____ Date _____
Associate Vice President/Executive Dean _____ Date _____	Employment Manager _____ Date _____
Campus President/Vice President/Executive Vice President _____ Date _____	APPROVED TO ADVERTISE
College President (New Position/Direct Reporting Only) _____ Date _____	Director of Human Resources _____ Date _____