

## Request to Post Temporary Classified Position onto the Web

### Directions:

- Please save this form to your own computer, complete it, save again, and email as an attachment to campus Vice President's office for approval.
- Vice President's office will sign approval & forward to Human Resources [hr@losrios.edu](mailto:hr@losrios.edu).

1. Job Posting Title (e.g., Temporary Clerk II)

\_\_\_\_\_

Please note that this position title must be on the [temporary classified, interpreter, or special rate salary schedules](#).

2. Hourly Rate: \$ \_\_\_\_\_

3. The Institution \_\_\_\_\_ or Other: \_\_\_\_\_

4. Department to be displayed on posting (Math Department):

\_\_\_\_\_

5. Special Requirement/Physical Demands - \*NOTE: Explanation of requirement needed:

\_\_\_\_\_

6. Desired Posting Date (e.g., ASAP OR xx/xx/xxxx). True posting date determined by HR):

\_\_\_\_\_

7. Desired Closing Date: (e.g., open for 10 working days. True closing date determined by HR.):

\_\_\_\_\_

8. Beginning and/or ending dates if you have a specific time period needed for coverage. Otherwise, state "to be determined."

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

9. Desired Work Schedule, if applicable. Please state desired hours & days--spell out-- (e.g., 8:00 a.m. – 12:00 p.m., Monday - Thursday); otherwise, state "to be determined."

\_\_\_\_\_

10. Additional information you would like added to the job posting:

\_\_\_\_\_

11. Please provide the following if you would like potential applicants to call or e-mail for further information:

Contact name(s): \_\_\_\_\_

Contact Phone Number(s) (xxx-xxx-xxxx): \_\_\_\_\_

Would you like a link to an e-mail address? ☐ Yes ☐ No

If yes, please provide the contact e-mail: \_\_\_\_\_

Comments:

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Vice President's Signature of Approval