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# NOTICE OF VACANCY INFORMATION

**Position Title:**

**Department and Location:**

**Salary:**

**Start Date:**

**Major/essential duties of job:**

**Occasional duties:**

**Work experience (months, years) and skills required:**

**Educational qualifications/training required:**

**Working Conditions:**

**Comments (typing speed, hours of work, etc.):**

**Employment Status (check one):**

[ ]  Budgeted – full-time

[ ]  Budgeted – part-time %

[ ]  Seasonal

[ ]  Student worker

**Posting Duration (check one):**

 [ ]  Open until filled

 [ ]  Close on date

**Closing date (last day application can be accepted):**

**Application procedure:**

Respond application, résumé, and transcripts, when a degree is required to:

Contact Person:

Department:

Location:

Phone:

Fax:

Hiring Supervisor: