

## POSITION ADVERTISEMENT REQUEST

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Please attach to this form the description of the position you wish to advertise including required qualifications, starting date and application deadline. **Once approved, please email an electronic version to [tmcpherson@shorter.edu](mailto:tmcpherson@shorter.edu).** All advertisements will be edited for brevity by Human Resources.

The following statement will be added to publications as follows:

**Please refer to our website, [http://www.shorter.edu/about/hr\\_employment.htm](http://www.shorter.edu/about/hr_employment.htm) for application instructions and requirements. Shorter University is a Georgia Baptist Convention Institution. EOE**

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### RETURN FORM TO HUMAN RESOURCES AT LEAST 4 DAYS BEFORE DATE TO RUN

TITLE OF POSITION \_\_\_\_\_

SHORTER WEB PAGE **ONLY**  **\*All positions will be posted on our website until filled.**

FREE WEBSITES:      Rome Chamber of Commerce                       HigherEdJobs.com

PUBLICATIONS (Include address and phone number, or website, if not the Rome or Atlanta paper or The Chronicle)

Note: Because of cost, we normally run for one day in the Atlanta Journal Constitution, one or two issues of The Chronicle of Higher Education and four days in the Rome News Tribune (Fri-Mon).

1. \_\_\_\_\_  
\_\_\_\_\_

Dates to Run \_\_\_\_\_ Post online

2. \_\_\_\_\_  
\_\_\_\_\_

Dates to Run \_\_\_\_\_ Post online

3. \_\_\_\_\_  
\_\_\_\_\_

Dates to Run \_\_\_\_\_ Post online

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### ACCOUNT NUMBER TO CHARGE

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SIGNATURE OF PERSON REQUESTING AD \_\_\_\_\_ DATE \_\_\_\_\_

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SIGNATURE OF APPLICATION VP / PROVOST \_\_\_\_\_ DATE \_\_\_\_\_

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SIGNATURE OF HUMAN RESOURCES DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_