

THE UNIVERSITY OF LOUISIANA AT MONROE

REQUEST TO ADVERTISE FACULTY/UNCLASSIFIED POSITION

Department: _____ Date Submitted: _____

| POSITION INFORMATION: | | |
|------------------------------|---------------|----------------------|
| Title Teaching/Non-Teaching: | _____ | |
| Budget Account: | Position #: | Full-time/Part-time: |
| _____ | _____ | _____ |
| Date Position Vacated: | _____ | |
| Replacement for: | New Position: | _____ |
| _____ | _____ | _____ |

| POSTING: | | |
|---|--|---------------------------------------|
| Opening Date: | _____ | Closing Date: _____ |
| Campus Wide/ULM Web <input type="checkbox"/> | Sister Institutions <input type="checkbox"/> | Other Papers <input type="checkbox"/> |
| New Star <input type="checkbox"/> | Chronicle of Higher Education <input type="checkbox"/> | _____ |
| Next ULS Board Meeting: | _____ | Agenda Deadline: _____ |
| ATTACH DESCRIPTION OF PRIMARY DUTIES AND RESPONSIBILITIES. | | |
| ATTACH DESIRED EXPERIENCE OR SPECIAL QUALIFICATIONS. | | |
| (E-Mail Position Announcement to breedlove@ulm.edu or robertson@ulm.edu , include Title, Duties & Responsibilities, Experience and/or Qualifications, Salary, Closing Date, and address for applications or inquiries to be mailed to.) See page 2 for example of a position announcement. | | |

ATTACH A COPY OF THE ULS APPROVED UNCLASSIFIED POSITION DESCRIPTION, JUSTIFICATION AND CERTIFICATION FORM.

Budget Unit Head

Date

The Department of Human Resources

Date

| ROUTING |
|--|
| From: Budget Unit Head to Department of Human Resources |
| From: Department of Human Resources to Budget Unit Head |

EXAMPLE

UNCLASSIFIED

June 1, 2002

POSITION ANNOUNCEMENT

Programmer Analyst

DUTIES AND RESPONSIBILITIES

Maintain a large-scale student and fiscal system by providing programming, application analysis and testing in an IBM mainframe production environment. The programmer will utilize problem-solving skills to resolve user problems and production issues.

QUALIFICATION REQUIREMENTS

COBOL programming training and/or programming experience. Knowledge of CICS, JCL, VSAM/IAM, TSO and IBM utilities preferred. Good communication and user support skills. Must be able to work with other programmers and user departments to complete multiple projects/tasks simultaneously.

SALARY

Commensurate with experience.

APPLICATIONS: Review of applications will begin on July 1, 2002 and will continue until the position is filled. Send letter, resumé, three letters of recommendation to:

Department of Human Resources
The University of Louisiana at Monroe
700 University Avenue
Monroe, Louisiana 71209-2300

Telephone: (318) 342-5140

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