

UNIVERSITY OF LOUISIANA AT MONROE

REQUEST TO ADVERTISE FACULTY/UNCLASSIFIED POSITION

Department: _____ Date Submitted: _____

POSITION INFORMATION:	
Title Teaching/Non-Teaching:	_____
Budget Account: _____	ULS Approval #: _____ 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, 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 position announcement.	

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

_____	_____
Budget Unit Head	Date
_____	_____
Human Resources	Date

ROUTING
From: Budget Unit Head to Human Resources
From: 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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