

CENTENARY COLLEGE OF LOUISIANA
REQUEST FOR SEARCH
 Current Job Description Attached

POSITION: _____

DATE POSTED: _____ DATE SUCCESSFUL SEARCH CLOSED: _____

____New Position ____Vacant Position Vacated By: _____

Salary Range: _____ Payroll (i.e. monthly, biweekly): _____ Date Position Approved: _____

Desired Start Date: _____ Scheduled Search Completed by Date: _____

Note: The scheduled search completed by date cannot exceed 5 months past the date of the original public posting (including internet posting).

SELECT A CLASSIFICATION: (CHECK ONE IN EACH COLUMN)		
COLUMN 1	COLUMN 2	COLUMN 3
____ Faculty (Exempt)	____ Full time	____ Benefits
____ Support Staff (Non-Exempt)	____ Part time	____ No Benefits
____ Administrative (Exempt)	____ Temporary	____ Partial Benefits
____ Student Employee (Non-Exempt)	____ Adjunct	

COMPLETE INFORMATION FOR DAYS AND HOURS TO WORK
Scheduled days to work: _____ Scheduled hours to work (per day): _____

INTERNAL SEARCH ANNOUNCEMENT (POSTED IN PUBLIC AREAS ON CAMPUS):

Begin Date: _____ End Date: _____

EXTERNAL SEARCH ANNOUNCEMENT (WEBSITE, NEWSPAPERS, ONLINE, PUBLICATIONS):

Date: _____ Type: _____ End Date: _____

Date: _____ Type: _____ End Date: _____

GENERAL COMMENTS/NOTES:

Approved by: _____ Date: _____
 Immediate Supervisor

_____ Date: _____
 Cabinet Member Responsible for Department

_____ Date: _____
 William H. Ballard,
 Vice President for Finance and Administration

_____ Date: _____
 B. David Rowe, President