

**Middle Georgia College  
Personal Services  
Position Announcement/Budget Approval Form**

<b>Department:</b>		<b>Date Submitted:</b>		<b>Submitted by:</b>	
<b>Suggested Working Title:</b>				<b>Home Campus and Dept #:</b>	
<b>Action</b>			<b>Salary Range</b>		
<input type="checkbox"/> New Position <input type="checkbox"/> Vacant Position, Replacement for: _____  Date Position Available: _____			From \$ _____ to \$ _____  <input type="checkbox"/> Monthly Salary <input type="checkbox"/> Hourly Salary <input type="checkbox"/> Annual Salary* <input type="checkbox"/> Summer Salary  *based on _____ hours		
<b>Job Data</b>					
<b>Work Commitment:</b>		<b>Employment Status:</b>		<b>Type of Employment:</b>	
<input type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular Part-Time <input type="checkbox"/> Temporary Full-Time <input type="checkbox"/> Temporary Part-Time		<input type="checkbox"/> Faculty <input type="checkbox"/> Professional /Administrative <input type="checkbox"/> Staff <input type="checkbox"/> Casual Labor <input type="checkbox"/> Student Assistant		<input type="checkbox"/> Fiscal (12 Month) <input type="checkbox"/> Academic (10 Month) <input type="checkbox"/> Summer <input type="checkbox"/> Adjunct	
<b>Funding Source:</b>		# of Hrs per week? _____			
<input type="checkbox"/> Resident Instruction <input type="checkbox"/> Sponsored <input type="checkbox"/> Auxilliary <input type="checkbox"/> Student Activities <input type="checkbox"/> Other: _____					
<b>Advertising Information</b>					
<b>Posting:</b>				<b>Human Resources Use Only:</b>	
<input type="checkbox"/> Campus/Website <input type="checkbox"/> Newspapers Cochran Journal <input type="checkbox"/> Shopper's Guide <input type="checkbox"/> Dublin Courier Herald <input type="checkbox"/> Dodge County News <input type="checkbox"/> Hawkinsville Dispatch <input type="checkbox"/> Macon Telegraph <input type="checkbox"/>  <input type="checkbox"/> Professional Periodicals/Journals* <input type="checkbox"/> Other* _____  _____ _____ _____ _____ _____ _____					
<b>Advertisement Sent to Human Resources via:</b> Attached <input type="checkbox"/> E-Mailed <input type="checkbox"/> Faxed <input type="checkbox"/> Campus Mail <input type="checkbox"/> Other <input type="checkbox"/> _____					
<b>Run Dates:</b> Begin _____ End _____					
* Please list in spaces provided.					
<b>Comments:</b>					
_____					
_____					
_____					
<b>Budget Use Only:</b>					
<b>PS Position #:</b>			<b>Position Pool ID:</b>		
<b>Funds Available for Position:</b>		<b>Budget Level Split:</b>		<b>B Category:</b>	
<input type="checkbox"/> Yes  <input type="checkbox"/> No		Pool <input type="checkbox"/> Position <input type="checkbox"/>		<input type="checkbox"/> MO1 <input type="checkbox"/> BO7 <input type="checkbox"/> MO3 <input type="checkbox"/> BO8 <input type="checkbox"/> MO4 <input type="checkbox"/> SUM <input type="checkbox"/> BO6 <input type="checkbox"/> MFX	

\_\_\_\_\_  
Director or Division Chair & Date

\_\_\_\_\_  
Budget Office & Date

\_\_\_\_\_  
Vice President or Administrative Officer & Date

\_\_\_\_\_  
Human Resources & Date