

# REQUEST FOR VACANCY LISTING

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## **INSTRUCTIONS FOR COMPLETING REQUEST FOR VACANCY LISTING**

### 1.) JOB POSTINGS

- a. **PER ASUCD BYLAWS, ALL POSITIONS MUST BE POSTED FOR AT LEAST ONE (1) WEEK**
  - **CONTROLLER POSITIONS MUST BE POSTED FOR 2 WEEKS**
- b. PLEASE INCLUDE A CONCISE JOB DESCRIPTION FOR RECRUITING PURPOSES
- c. PREVIOUS POSTINGS ARE AVAILABLE FOR REFERENCE & CAN BE USED FOR NEW POSTING. (PLEASE REQUEST)
  - If you do use previous postings, please provide previous vacancy listing number in appropriate field.
- d. REFER TO BUDGET FOR APPROVED POSITION TITLES, PAYRATES, START AND END DATES (Refer to Budget “Weeks” column to determine start & end dates)

### 2.) THE **FINAL FILING DATE SHOULD BE A THURSDAY**, UNLESS SPECIAL ARRANGMENTS HAVE BEEN MADE. (STUDENT GOVERNMENT POSITIONS CAN CLOSE ON WEDNESDAYS)

- a. APPLICATIONS WILL BE **AVAILABLE AFTER 10AM** ON THE DAY FOLLOWING THE FINAL FILING DATE.
- b. ALL UNIT DIRECTOR POSITIONS MUST BE PICKED UP BY THE ASUCD PRESIDENT, VICE PRESIDENT OR CONTROLLER.

### 3.) STIPEND POSITIONS-Please reference the budget for the following information

- a. POSITION TITLE
- b. PAY RATE
- c. START & END DATES

### 4.) UNPAID POSITIONS

- a. WILL BE POSTED AS VOLUNTEER POSITIONS
- b. MUST BE MONITORED/OVERSEEN BY A UCD PROFESSOR TO BE CONSIDERED AN INTERNSHIP

### 5.) **WORKING HOURS CANNOT EXCEED 19.5/WEEK**

### 6.) **PLEASE COMPLETE IN PEN**

### 7.) **PLEASE SIGN & DATE FORM**

**\*\* IF YOU HAVE ANY QUESTIONS PLEASE DO NOT HESITATE TO ASK THE PAYROLL/PERSONNEL COORDINATOR IN THE STUDENT SERVICES OFFICE\*\***



## REQUEST FOR VACANCY LISTING

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POSITION REQUESTED

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ACTIVITY/UNIT NAME

WORKING HOURS: \_\_\_\_\_

PAY RATE: \_\_\_\_\_

START DATE: \_\_\_\_\_ TO: \_\_\_\_\_

APPLY BY DATE: \_\_\_\_\_

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CONTACT PERSON

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CONTACT PHONE

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CONTACT PERSON'S POSITION

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E-MAIL ADDRESS

(PLEASE CHECK IF YES) RESUME: \_\_\_\_ YES

WORK STUDY: \_\_\_\_ YES

STIPEND: \_\_\_\_ YES

USE PRIOR VACANCY LISTING #: \_\_\_\_\_ OR COMPLETE INFORMATION BELOW

**PURPOSE:**

**DUTIES AND RESPONSIBILITIES:**

**SKILLS AND REQUIREMENTS:**

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ACTIVITY DIR SIGNATURE

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ASUCD BUSINESS MANAGER

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DATE