



# Coastal Carolina Community College

## Personnel Request Form

This form is to be completed by the supervisor, forwarded to the appropriate Vice President, and submitted to the Office of Personnel Services and Workplace Safety.

### Please Complete All Sections

Date  Preparer's Name

Vacant Position Job Title

Supervisor

OCR Code  Division/Department

Approximate Start Date

This position is ☐ F-T Perm ☐ P-T Perm ☐ F-T Temp ☐ P-T Temp ☐ F-T Special  
Contractual

☐ New Position OR ☐ Replacement For

### General Job Description

### Specific Job Duties and Responsibilities

### Education Requirements/ Experience

Requester/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President Approval: \_\_\_\_\_ Date: \_\_\_\_\_

President Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Received by Personnel Services: \_\_\_\_\_ Date: \_\_\_\_\_

## Advertising Request

Closing Date  or open until filled

Standard Working Hours

Minimum Salary

**The position will automatically be advertised in the following locations:**

Website

NEOGOV

NCCCS

HigherEdJobs

Handshake

NCWorks

**Requests for additional paid advertising are considered by the administration on a case-by-case basis and should be presented to the supervising Vice President.**