



Academic Position Request Guide for Executive Management

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BEFORE YOU BEGIN

This document is presented as an optional tool that Unit Administrators may use to collect information from search committee members. It is intended to help complete the information before beginning the position request in the EBS portal.

Below is the information needed, screen-by-screen, to request a position. Make selections and write in basic information for the Unit Administrator. Text can be copied into the form from other documents, so provide them to the Unit Administrator electronically. Required fields are indicated with an asterisk (*).

 **Note:** Do not enter “please see attached” text in any of the text fields as it will be entered into the form and populated into the PageUp Applicant Tracking System. Provide MSU HR with the verbiage to be displayed in the posting via the position request form.

Before you begin filling out the position request, you need to determine the following:

1. Is this an existing position or new position?
2. Do you need to change the title of an existing position?
 - a. If yes, the President has the authority to add, delete and/or amend position titles and approve personnel actions. Refer to the executive management listing of approved titles: <https://hr.msu.edu/ua/hiring/faculty-academic-staff/exec-mgt-principles.html>
 - b. To add, delete and/or amend a title – prepare a request and justification memorandum addressed to the President with an approval signature line, with a copy to Academic HR.
 - c. Once approval is documented, proceed with academic position request.
3. Will you be using a search firm?
 - a. If yes, ensure search firm is part of CICPC approved listing available through Purchasing.
4. Is this a no-post/waiver hire?
 - a. If yes, Academic HR and the Office for Inclusion and Intercultural Initiatives have the authority to approve waiver requests. Prepare a justification memorandum and obtain approval from both offices.
 - b. Once approval is documented, proceed with academic position request.

You will need the following information to complete the Academic Position Request (APR):

- *Organization Code* in which position resides
- *Account Number(s)* from which the salary will be paid from (MSxxxxxxx)
- *Position Number* (8-digit #) – search in EBS – “Position Details & Relationships” tile

Helpful Hints for copy-paste functionality:

- **Posting Snapshot*** (*plain text, 400 character limit*)
- **Position Summary***
- **Qualifications***
- **Desired Qualifications** (*optional*)
- **Department Statement** (*optional*)
- **Department Website** (*optional*)
- **Required Application Materials***
- **Special Instructions to Applicant***

Basic formatting: bold, italics, indents, numbered lists, bulleted lists, and text formatted as headings 1-3.

Note: Basic formatting is offered as an enhancement to the EBS position request forms. Some users have encountered issues when pasting their formatted content into the forms from another source. Be sure to carefully check formatting on the Review Form page before submitting. If you find formatting issues, you will need to either go back and manually correct spacing within the field(s), or paste your content into Notepad, recopy-paste it into the field(s) and add formatting within the position form.

FAS CHR Approved Position Request

Hiring Process

(select one)

- 1) Post a Position
- 2) Post an MSUE Position
- 3) Exception
 - 1. Recruitment and Retention Contingent Hire – Spouse/Partner
 - 2. Recruitment and Retention Contingent Hire – Non-Spouse/Partner
 - 3. Emergency Hire
 - 1. This will be allowed for non-Tenure/Continuing appointments
 - 4. Internal Hire
 - 5. Senior and Executive Management Hire
 - 6. Position will last 3 days or less
 - 1. This will be allowed for non-Tenure/Continuing appointments

Desired Posting Date

____ / ____ / ____

(The date entered should be the earliest possible posting date for this position. If the position will not be posted (e.g. waiver 16 is selected) then enter the earliest possible hire date for the position. In subsequent steps when processing the appointment, the start date for the appointment can be no earlier than this date.)

Reason for Request

(select one)

New Position

- New Position
- Resignation
- Termination
- Leave Coverage
- Restructure
- Parental Leave
- Retirement
- Build an Applicant Pool

For options other than "New Position", you will also need...

Name or **PERNR** # of employee being replaced (can lookup by name)

Do you wish to use an existing position as a template?

Question	Option
Will this be an on-call position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to use an existing position as a template?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If "Yes" for template, then you will also need:</i>	
Position Number	
<i>(Can look up by position name or ID, organizational unit ID, Job ID, current holder's name or PERNR, or most recent functional working title</i>	
<i>If "No" for template, then also answer:</i>	
Does this position have an executive management or management administrative title?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Question	Option
<i>For executive positions, answer "yes" here. The form will only show jobs and enterprise structure options for executive and administrative positions.</i>	

Do you wish to post multiple identical positions? *

Question	Option
Do you wish to post multiple identical positions? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If "Yes," then answer...</i>	
How many total positions are needed? (Enter a number from 2 to 10)	_____

Organizational Assignment

Question	Option
Organizational Unit <i>(look up by organizational unit code or name)</i>	_____
Job <i>(ID or lookup by name)</i>	_____
Supervisor <i>(position number or lookup by name)</i>	_____
Other Ranks/Titles <i>(only for paid rank positions)</i>	_____
Additional Department 2	_____
Additional Department 3	_____
Additional Department 4	_____
Additional Department 5	_____

Enterprise Structure

Please answer the following questions

Is this a Union position?	<input type="checkbox"/> Non-Union
The employee basis will be?	<input type="checkbox"/> Executive Management AN (annual year) <input type="checkbox"/> Executive Management AY (academic year)
Work Contract	<input type="checkbox"/> Fixed Term <input type="checkbox"/> Contract <input type="checkbox"/> Tenure/Contin

Assignment Type

- Adjunct
- Adjunct
- Affiliate
- Clinical
- Clinical Emeritus
- Emeritus
- Interim
- Visiting
- Visiting Adjunct
- Visiting Clinical

Administrative Address

(most direct mailing address)

Question	Option
Location ID* (<i>location number or ID</i>)	_____
Room/Suite #*	_____
Phone Number (<i>format 5173531234x12345</i>)	_____
Extension (<i>for phone #</i>)	_____

Cost Distribution

Question	Option
Employment Percentage*	_____ %

Cost Distribution

(The form accepts more than five funds. If there are additional that need to be recorded, add them to the Attachments and Comments section below.)

Funds	Fund* (<i>e.g. MSGA012345</i>)	Order (<i>Optional, i.e. WBS Element (sub-account)</i>)	Percentage*	Functional Area (<i>Optional</i>)
Fund #1			%	
Fund #2			%	
Fund #3			%	
Fund #4			%	
Fund #5			%	

Note: At least one account must be listed. Account must be valid, active and allow for paying salaries. It is NOT required that accounts be active until 12/31/9999, therefore allowing for RC accounts or any accounts that have end dates to be used.

Planned Pay

Question	Option
Which FTE salary format will be provided?* (<i>check only one</i>)	<input type="checkbox"/> FTE Salary <input type="checkbox"/> FTE Salary Range
<i>If "FTE Salary" chosen, enter FTE Salary*</i>	\$ _____
<i>If "FTE Salary Range" chosen, enter Minimum FTE Salary*</i>	\$ _____
<i>If "FTE Salary Range" chosen, enter Maximum FTE Salary*</i>	\$ _____

Position Summary

Position Summary*
Memo for Exception*

Question	Options
<p>Physical Demands</p> <p><i>Do the duties of this position involve physical demanding work requiring lifting 50 pounds or more with frequent lifting and/or carrying of objects weighing 25 pounds or more?</i></p> <p>https://www.hr.msu.edu/ua/hiring/documents/HealthRiskPhysDemands.pdf</p> <p><i>If Yes, a summary of physical demands is required and basic formatting can be pasted into form.</i></p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>Health Risks</p> <p><i>Do the duties of this position involve exposure to health risks?</i></p> <p>https://www.hr.msu.edu/ua/hiring/documents/HealthRiskPhysDemands.pdf</p> <p><i>If Yes, a summary of health risks is required and basic formatting can be pasted into form.</i></p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>

Posting Details

(NOT USED FOR WAIVER HIRES)

The options available depend on the job chosen earlier (check only one in each group.)

Posting Detail

Question	Options
Working/Functional Title <i>Optional – text field</i>	
Is this an internal only posting?	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
Desired Posting Begin Date <i>(prefilled from initial screen)</i>	____/____/____
Open Until Filled	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<i>If No, select closed date</i>	____/____/____
<p>Would you like to post the salary provided?</p> <p>If you select Yes, either the FTE Salary single value or FTE Salary Range with text “Salary Commensurate with Experience” will display on the Careers @ MSU website. If you select No, only the text “Salary Commensurate with Experience” will display in the salary field of the Careers @ MSU website.</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>

<p>Posting Snapshot Text field – 400 character limit</p> <p>Displays on the Careers @ MSU website. Use this 2-3 sentence summary to pique the interest of applicants so they will click into the posting details and learn more about the applicant process.</p>	
<p>Position Summary Text field – no character limit</p>	
<p>Qualifications Text field – no character limit</p>	
<p>Department Statement Text field – no character limit</p>	
<p>Degree Requirements (Optional, check only one)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Doctorate <input type="checkbox"/> Masters <input type="checkbox"/> Bachelors <input type="checkbox"/> Other
<p>Area of Study</p>	
<p>Desired Degree (Optional, check only one)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Doctorate <input type="checkbox"/> Masters <input type="checkbox"/> Bachelors <input type="checkbox"/> Other
<p>Area of Study</p>	
<p>Physical Demands</p> <p>Do the duties of this position involve physical demanding work requiring lifting 50 pounds or more with frequent lifting and/or carrying of objects weighing 25 pounds or more? https://www.hr.msu.edu/ua/hiring/documents/HealthRiskPhysDemands.pdf</p> <p><i>If Yes, a summary of physical demands is required and basic formatting can be pasted into form.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Health Risks</p> <p>Do the duties of this position involve exposure to health risks? https://www.hr.msu.edu/ua/hiring/documents/HealthRiskPhysDemands.pdf</p> <p><i>If Yes, a summary of health risks is required and basic formatting can be pasted into form.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No

Search Committee

The form accepts no more than five committee members and a minimum of two members. If there are additional that need to be recorded, add them to the comments section below.

Committee Info	Member #1	Member #2	Member #3	Member #4	Member #5
Chair*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
User Type*	<input type="checkbox"/> Employee <input type="checkbox"/> External	<input type="checkbox"/> Employee <input type="checkbox"/> External	<input type="checkbox"/> Employee <input type="checkbox"/> External	<input type="checkbox"/> Employee <input type="checkbox"/> External	<input type="checkbox"/> Employee <input type="checkbox"/> External
Employee PERNR* (or lookup by name)					
External Last Name*					
External First Name*					
External Title (optional)					
External Email*					

Affirmative Action Advocate and Staffing Coordinator(s)

(PERNR or name to lookup)

Question	Options
Affirmative Action Advocate	_____
Primary Staffing Coordinator	_____
Staffing Coordinator Backup 1	_____
Staffing Coordinator Backup 2	_____

Agency Access

Question	Options
Is this search being handled by a search firm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>(if Yes, Name of Search Firm* firm is required)</i>	_____

Advertising/Sourcing Options

(NOT USED FOR WAIVER HIRES)

Pure Michigan Job Portal, Inside Higher Ed, HERC

(See the Appendix for values for each website)

Applicant Tracking System

Work Location *(Prefills to East Lansing, change as appropriate)*

Full Time/Part Time *(Prefills based on prior responses and cannot be edited)*

- 1/2 Time (50 to 64.9%)
- 3/4 Time (65 to 89.9%)
- Full Time (90 to 100%)
- Part Time (1 to 49.9%)

Work Type *(Prefills based on prior values chosen, indicate additional as appropriate)*

- Executive Management
- Faculty/Academic Staff
- MSU Extension
- Support Staff

Employee Group *(Prefills based on job and enterprise structure, add as appropriate)*

- Academic Management
- Administrative Professionals- AP
- Clerical Technical- CT
- Continuing System Academic Staff
- Executive Management
- Extension Program Associate- EXPA
- Fixed Term Academic Staff
- Fixed Term Faculty
- MSU Extension- EXPA
- Nurses- NURS
- Operating Engineers- 324
- Police Officers-FOP
- Police Sergeants- FOPK
- Professional Supervisory- APSA
- Res Advisor- ASRA
- Service Maintenance- 1585
- Skilled Trades- 999
- Stage Managers- 274
- Tenure System Faculty

Area of Interest

- Administrative/Business/Pro
- Advising/Counseling
- Agriculture
- Athletics/Recreation
- Education/Training
- Engineers/Architects
- Financial/Accounting
- Health Care Professional
- Health Care Support
- Human Resources
- Information Technology
- Labor/Service/Maintenance
- Library/Museums/Archives
- Office/Clerical Support
- Operations Services
- Police/Health and Safety
- Power Plant Engineers
- PR/Media/Graphics/Comm/...
- Research/Scientific
- Residential & Hospitality Services
- Skilled Trades
- Student Services/Student Affairs
- Veterinary/Animal Care

Attachments and Comments

Have attachments ready to upload. Plain text can be pasted in for comments.

Name and NetID of additional view for the job posting should be listed first in the comments. This is where you would attach your waiver approvals from Academic HR and the Office for Inclusion and Intercultural Initiatives, prior approval for multiple year appointments, etc.

Summary Form

PERNR # or lookup by name (optional)

Question	Option
Ad Hoc Approver 1	_____
Ad Hoc Approver 2	_____

Pure Michigan Job Portal

(Choose only one **Career Category**, and one relevant **Career Type** under it)

- | | | |
|--|--|---|
| → Agriculture, Natural Resources, Animal Careers | → Demonstration & Product Promotion | → Heating, Ventilation & Air Conditioning (HVAC) Services |
| → Agricultural Services and Supplies | → Journalism | → Appliance/Equipment Repair |
| → Agricultural/Food Sciences & Engineering | → Marketing/Marketing Management | → Architecture |
| → Animal Breeding & Training | → Radio And Television Broadcasting Technology | → Building Maintenance |
| → Animal Caretaking - Non Farm | → Creative Writing | → Carpentry |
| | | → Construction Equipment Operation |
| → Farming | → Community/Social, Family & Child Services | → Construction Management |
| → Natural Science Management | → Child Care | → Drafting |
| → Pest Control | → Counseling | → Education & Training |
| → Timber | → Religion | → Adult and Continuing Education |
| → Veterinary Assisting/Technology | → Social & Community Service Management | → Educational Administration |
| → Veterinary Medicine | → Social Service Assisting | → Elementary Education |
| → Forestry and Conservation | → Social Work | → Instructional Design |
| → Hand Harvesting | | → Preschool Education |
| → Arts, Entertainment, Music | → Construction, Real Estate, Utilities, Trades | → Secondary and Vocational Education |
| → Dance | → Garden and Landscaping Services | → Special Education |
| → Dramatic Arts (Theater/Film) | → General Construction | → Teaching Assisting |
| → Entertainment Management | → Heavy Equipment Repair | → Post-Secondary Education |
| → Fine Arts | → Landscape Architecture | → Finance, Accounting, Insurance, Banking |
| → Music | → Electrician | → Financial Analysis |
| → Musical Instrument Repair | → Helpers, Laborers & Material Movers | → Accounting And Financial management |
| → Photography | → Utility Line Worker | → Actuarial Science |
| → Set & Exhibit Design | → Real Estate Agents/Brokering | → Banking Support Services |
| → Recording Arts Technology | → Real Estate Appraisal | → Bookkeeping |
| → Automotive Technology | → Aircraft Mechanics & Service | → Insurance |
| → Diesel Engine Repair | | → Security Sales |
| → Automobile Body Repair | | |
| → Automobile Mechanics | | |
| → Automotive Engineering | | |
| | → Agricultural Mechanics And Machinery Operators | → Real Estate Management |
| → Communications, Marketing, Sales, Customer Service | → Industrial Design | |
| → Customer Service | → Masonry and Tile Setting | |
| → Insurance Sales | → Mechanics/Constructive/Mining | |
| → Sales & Sales Representation | → Plumbing | |
| → Sales Management | → Small Engine Repair | |
| → Sales, Distribution, & Marketing Operations | → Surveying/Cartography | |
| → Technical And Business Writing | → Welding/Soldering | |
| → Advertising | → Woodworking | |

- General Business & Administration
 - Business Management And Administration
 - Clerical & Administration
 - Computer Operations & Data Entry
 - Cost Estimation
 - Economics/Market research
 - Executive Management
 - Human Resources Management
 - Purchasing

- Secretarial
- Plant Management
- Executive Administrative Assisting
- Government, Public Administration
- Emergency Management
- Water and Waste Treatment
- Archival Science
- Library Assisting
- Library Science
- Public Administration
- Social Science
- Urban/Regional Planning
- Public Health Education And Promotion
- Health Science, Wellness
- Recreation & Fitness
- Recreational Therapy
- Respiratory Therapy
- Speech Pathology/Audiology
- Surgical Technology
- Optometry
- Orthotics/Prosthetics
- Pharmacy
- Pharmacy Support
- Physical Therapy
- Physical Therapy Assisting
- Physician Assisting
- Podiatry
- Psychiatric Assisting
- Psychology
- Dietetics/Nutrition
- Emergency Medical Attendants
- Health Diagnosis and Treatment
- Home Health Assisting
- LPN
- Massage Therapy
- Medical Assisting
- Medical Equipment Preparation & Healthcare Support
- Medical Equipment Repair
- Medical Laboratory Technology
- Medical Office Administration
- Medical Radiologic Technology
- Medical Records
- Medical Science
- Medical Services Management
- Medical Transcription
- Nurse Assisting
- Nursing
- Occupational Safety And Health
- Occupational Therapy
- Occupational Therapy Assisting
- Optical Dispensing
- Athletic Training
- Cardiology Technology
- Chiropractic
- Dental Assisting
- Dental Hygiene
- Dental Laboratory
- Dentistry
- Diagnostic Medical Sonography
- Home Assisting Management
- Phlebotomy
- Nuclear Medical Technology
- Hospitality, Tourism, Retail
- Meatcutting and Butchering
- Food Preparation & Service
- Retail Sales / Cashiers
- Amusement and Recreation Attendants
- Bartending
- Culinary
- Food Service and Lodging Management
- Casino Gaming
- Hospitality Services
- Housekeeping / Janitorial
- Parking Lot Attendant / Valet
- Travel Services
- Ushers, Lobby Attendants, and Ticket Takers
- Wait staff / Servers
- Information Technology
- Computer Analysts
- Computer Specialist & Support
- Mobile Application Development
- IT Project Management
- Computer and Information Systems Management
- Computer Programming / Software Development & Engineering
- Information Systems & Network Administration
- Animation, Interactive Technology, Video Graphics & Special Effects
- Architecture
- Database Administration
- Software Testing
- Web Administrator
- Video Gaming
- Law, Public Safety, Security
- Crossing Guard
- Emergency Management
- Fire Safety Law Enforcement
- Legal Assisting
- Legal Secretarial
- Legal Services
- Security Services
- Manufacturing, Design, Production
- Clothing Production
- Electromechanical Equipment/Instrument Prod/Repair
- Helpers, Laborers & Material Movers
- CNC Operation
- CHC Programming
- Commercial & Industrial Design
- Quality Control / Inspection
- Production Management/Line Supervision
- Industrial Machinery repair & Maintenance
- Industrial/Manufacturing Technology
- Leather Work, Shoemaking and Repair
- Line Supervision
- Machine Operators
- Metal Fabrication
- Metal/Plastic Machine Work
- Printing & Binding
- Printing Press Operation
- Production & Operators
- Tool and Die Making
- Upholstering

ACADEMIC POSITION REQUEST FOR EXECUTIVE MANAGEMENT

- Computer Aided Design/Computer Aided Manufacturing (CAD/CAM)
- Food Safety
- Graphic Design
- Food Processing/Production
- Fashion Design
- Science, Technology, Engineering, Math
- Petroleum Engineering
- Petroleum Technology
- Optical Technology
- Electrical/Electronic Technology
- Biology
- Computer Aided Engineering
- Micro-Biology
- Nuclear/Radiologic Technology
- Physics/Astronomy
- Industrial Engineering
- Aeronautical/Astronautical Engineering
- Aerospace Technology
- Atmospheric/Space Science
- Chemical Engineering
- Chemical Technology
- Chemistry
- Civil Engineering
- Civil Engineering Technology
- Earth Science
- Electrical/Electronic Engineering
- Materials Engineering
- Material Science
- Mathematics
- Mechanical Engineering
- Mechanical Engineering Technology
- Nuclear Engineering
- Services – Misc.
- Barbering/Cosmetology
- Home Assisting
- Home Assisting Management
- Bicycle Repair
- Interpreter/Translator
- Interior Design
- Floral Design
- Transportation, Logistics, Related Repair
- Logistics
- Flight Attending
- Air Traffic Control
- Airplane Piloting
- Truck, Taxi, and Bus Driving
- Rail Operations
- Water Transportation
- Marine Maintenance/Repair

[Inside Higher Ed](#)

Work Type* (Choose only one)

- Full Time Staff
- Online/Remote
- Part Time Staff
- Temporary/Contract Positions

Category* (Choose only one and one relevant **Sub Category*** under it. Each category will have a unique listing of sub category options)

- Academic Advising
- Admissions / Registrar
- Agricultural Science / Extension
- Anthropology / Archeology
- Architecture
- Assessment
- Athletics
- Biology/Life Sciences
- Business
- Business/Financial Management
- Career/Vocational Fields
- Chemistry/Biochemistry
- Chief Executives/Executive Directors
- Classics
- Clerical/Administrative Support
- Communication/Design/Media
- Computer Science/Information Technology
- Consultants/Businesses
- Counseling
- Criminal Justice
 - Curriculum Development
 - Deans
 - Department Chairs
 - Development/Funding Raising/Alumni Affairs
 - Diversity
 - Economics
 - Education
 - Engineering
 - English Literature and Composition
 - Environmental Sciences
 - Ethnic/Cultural/Gender Studies
 - Facilities/Auxiliary Services/Sustainability
 - Financial Aide
 - Fine and Performing Arts
 - Foundations
 - Geography
 - Government Agencies

-
- | | |
|--|--|
| <ul style="list-style-type: none"> → Graduate Education → Grants/Research Administration → Health Professions → Health Services/Medical → High Schools → History → Human Resources → Information System/Technology → Institutional Research → Instructional Technology/Distance Education → International Programs → Kinesiology/Physical Education → Languages → Law → Legal Affairs → Librarians → Library Sciences → Linguistics → Literary and Cultural Organizations → Lobbying Groups → Marketing/Public Relations/Government Relations → Mathematics → Service | <ul style="list-style-type: none"> → Museums → Non-profit Organizations/Associations → Philosophy → Physical Sciences → Political Science → Presidents/Chancellors → Program Administration → Provosts/Vice Presidents → Psychology → Public Administration → Public Policy → Publishers → Publishing → Religion → Research Staff/Postdocs → Residence Life → Safety and Security → Social Work → Sociology/Behavioral Studies → Student Activities → Student |
|--|--|

[HERC](#)

*(Choose only one **Category***, and one relevant **Sub Category*** under it)*

- | | |
|--|--|
| <ul style="list-style-type: none"> → Academic/Faculty <ul style="list-style-type: none"> → Academic/Faculty → Agricultural Sciences → Allied Health → Alternative/Complementary Medicine → Architecture/Preservation/Planning → Arts/Humanities → Aviation → Biological/Biomedical Sciences → Business/finance → Communications/Journalism → Computer/Information Sciences → Criminal Justice → Dentistry → Education → Engineering → Environmental Sciences/Natural Resources → Healthcare Administration → Interdisciplinary → International Affairs/Studies → Legal Studies → Library/Information Sciences → Mathematics/Statistics | <ul style="list-style-type: none"> → Medical – Clinical → Medical – Research → Medical Imaging → Military studies/Affairs → Nursing → Online/Distance → Other – Academic/Faculty → Performing Arts → Pharmaceutical Sciences → Public Health → Public Policy/Public Administration → Social/Behavioral Sciences → Theological Studies → Veterinary Medicine → Vocational/Technical Education → Executive <ul style="list-style-type: none"> → Chancellor/President → C-level → Dean → Executive → Executive Director → Provost/Vice President |
|--|--|

Careers Website

Location

— Adrian	— Clinton Township	— Hillsdale	— Menominee
— Alcona	— Coldwater	— Holland	— Midland
— Alger	— Corunna	— Holt	— Midland - Clinical
— Allegan	— Crawford	— Houghton	Location
— Alma	— Crystal Falls	— Howell	— Millersburg
— Alpena	— Dearborn	— Huron	— Mio
— Ann Arbor	— Decatur	— In State	— Missaukee
— Antrim	— Delta	— Ingham	— Monroe
— Arenac	— Detroit	— Ionia	— Montcalm
— Atlanta	— Detroit Medical	— Iosco	— Montmorency
— Augusta	Center	— Iron	— Mount Pleasant
— Bad Axe	— Dickinson	— Isabella	— Munising
— Baldwin	— East Lansing	— Ithaca	— Muskegon
— Barraga	— Eaton	— Jackson	— Nazareth
— Barry	— Emmet	— Kalamazoo	— Negaunee
— Bay	— Escanaba	— Kalamazoo -	— Newaygo
— Bay City	— Fennville	Clinical	— Newberry
— Bellaire	— Flint	— Kalkaska	— Norway
— Benton Harbor	— Flint - Clinical	— Kent	— Novi
— Benzie	— Frankenmuth	— Keweenaw	— Oakland
— Berkeley	— Fremont	— Laingsburg	— Oceana
— Berrien	— Gaylord	— Lake	— Ogemaw
— Bessemer	— Genesee	— Lake City	— Okemos
— Beulah	— Gladwin	— Lakeview	— Ontonagon
— Big Rapids	— Gogebic	— Lanse	— Osceola
— Boyne City	— Gould City	— Lansing	— Oscoda
— Branch	— Grand Rapids	— Lansing - Clinical	— Otsego
— Brimley	— Grand Rapids -	— Lapeer	— Ottawa
— Cadillac	Clinical	— Leelanau	— Out of Country
— Calhoun	— Grand Rapids	— Lenawee	— Out of State
— Caro	Medical Center	— Livingston	— Paw Paw
— Cass	— Grand Traverse	— Luce	— Pontiac
— Cassopolis	— Gratiot	— MAC University	— Port Huron
— Centreville	— Grayling	Center	— Presque Isle
— Charlevoix	— Hancock	— Mackinac	— Reed City
— Charlotte	— Harbor Springs	— Macomb	— Rogers City
— Chatham	— Harrison	— Manistee	— Roscommon
— Cheboygan	— Harrisville	— Manistique	— Saginaw
— Chippewa	— Hart	— Marquette	— Saginaw - Clinical
— Clare	— Haslett	— Marshall	— Saint Ignace
— Clarksville	— Hastings	— Mason	— Saint Johns
— Clinton	— Hickory Corners	— Mecosta	— Saint Joseph

- Sandusky
- Sanilac
- Sault Sainte Marie
- Schoolcraft
- Scottville
- Shiawassee
- Southfield
- Southgate
- St. Clair
- St. Joseph
- Standish
- Stanton
- Stephenson
- Suttons Bay
- Tawas City
- Tipton
- Traverse City
- Traverse City - Clinical Location
- Troy
- Tuscola
- Tustin
- Upper Peninsula - Clinical
- Van Buren
- Warren
- Washington
- Washtenaw
- Wayne
- West Branch
- West Olive
- Wexford