

**MICHIGAN STATE**  

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**U N I V E R S I T Y**

**Position Request Guide  
for Support Staff**

Version Final, November 1, 2017

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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 EBS form from other documents, so please 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 posting 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. Will you be using a search firm?
  - a. If yes, ensure search firm is part of CICPC approved listing available through Purchasing department.

You will need the following information to complete the Position Request:

- *Organization Code* in which position resides (400xxxxx or 100xxxxx)
- *Account Number(s)* from which the salary will be paid from (MSxxxxxxxx)
- *Position Title 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\*** (*basic formatting*)
- **Minimum Qualifications\*** (*basic formatting*)
- **Desired Qualifications** (*optional, basic formatting*)
- **Department Website** (*optional*)
- **Required Application Materials\*** (*basic formatting*)
- **Special Instructions to Applicant** (*optional, basic formatting*)

*Basic formatting: bold, italics, indents, numbered lists, bulleted lists, and text formatted as heading levels 1 through 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.

**REQUEST SUPPORT STAFF POSITION**

**Position Create/Copy/Change Screen**

*Desired Posting Date*

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Reason for Request – select one*

New Position

- Resignation
- Termination
- Leave Coverage
- Restructure
- Parental Leave
- Retirement

*For these options, you will also need...*

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

\_\_\_\_\_

| Question  | Options   |
|---|---|
| Do you wish to use an existing position as a template?* | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <i>If "Yes" then you will also need...</i>              |   |
| <b>Position Number</b>                                  | _____   |
| <i>If "No" then you will also need...</i>               |   |
| <b>Organizational Unit*</b> (number or search by name)  | _____   |
| <i>If "No" then you will also need...</i>               |   |
| <b>Job*</b> (number or search by name)                  | _____   |

**Organizational Assignment**

| Question  | Option |
|---|--------|
| <b>Job</b> (ID or lookup by name)                     | _____  |
| <b>Supervisor</b> (position number or lookup by name) | _____  |
| <b>Second Organizational Unit</b> (optional)          | _____  |

**Administrative Address**

*(most direct mailing address)*

| Question   | Options |
|--|---------|
| <b>Location ID*</b> (building number or lookup by building name) | _____   |
| <b>Room/Suite #*</b>   | _____   |
| <b>Phone Number</b> (optional) (format 5173531234x12345)         | _____   |
| <b>Extension</b> (optional; for phone #)                         | _____   |

**Cost Distribution**

Employment Percentage:\* \_\_\_\_\_%

*Cost Distribution*

*(Attach separate sheet if more than 5 funds)*

|         | Fund* (e.g. MSGA012345) | Order (Optional, i.e. WBS Element (sub-account)) | Percentage* | Functional Area (Optional) |
|---------|-------------------------|--|-------------|----------------------------|
| 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*

**Which pay rate format will be provided?\*** (check only one)

**Salaried Positions**

Annual Salary  
\$ \_\_\_\_\_ Annual Salary

Salary range  
\$ \_\_\_\_\_ Minimum Salary to \$ \_\_\_\_\_ Maximum Salary

**Hourly Positions**

Hourly Rate  
\$ \_\_\_\_\_ Hourly Rate

Hourly Range (for Clerical-Technical positions only)  
\$ \_\_\_\_\_ Minimum Hourly Rate to \$ \_\_\_\_\_ Maximum Hourly Rate

**Position Attributes**

| Question  | Options   |
|---|---|
| Is this a union position?*  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <i>If "No" is answered above, then answer...</i><br>Does this position have a special agreement to make it confidential?* | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Is this a no post position?*  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <i>If "yes" to "no post" above then enter: (CT only)</i><br>Is this a pre-selected position?                              | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

| Question   | Options   |
|--|---|
| <i>If "yes" is a "no post" position, in all cases, enter the following:</i><br><b>Candidate's name</b> |   |
| <b>PERNR</b>   |   |
| <b>Desired start date</b>  | ____/____/____  |
| <b>Limited Term?*</b> (CT only)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No   |
| If yes, then enter the end date or position duration (at least 6 months)                               |   |
| <b>Is this an Off-Date position?*</b>  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No   |
| If yes, then enter the end date or position duration (at least 9 months)                               |   |
| <b>Is this a Flex Position?</b> (AP, APSA, FOPK only)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No   |
| <i>If yes to "Flex Position", then, Select flex type:</i>  | <input type="checkbox"/> Flex type 1 – 9 months<br><input type="checkbox"/> Flex type 1 – 10 months<br><input type="checkbox"/> Flex type 1 – 11 months |
| <i>If yes to "Flex Position", then, Description of Flex Period</i>                                     |   |
| <b>Crew Designation</b> (Infrastructure Planning & Facilities ONLY)                                    |   |

*Duties*

**Note:** Enter true text information in the text box; do not enter "see attached" as this information will be pulled directly into the PageUp Applicant Tracking System.

*(Attach separate sheet if more than 5 duties, percentages must total 100%)*

| Percentage | Description |
|------------|-------------|
|            |             |
|            |             |
|            |             |
|            |             |
|            |             |

**Posting Details**

1. **Working/Functional Title** (*prefills with the position title*)
2. Enter a **Desired Posting Begin Date**.
3. Indicate if this is an external posting.

a. If **Not**, then select **no** from the drop down menu.

The screenshot shows a form titled "Posting Details". The "Position" field contains "30378896" and "Research Assistant I". The "Desired Posting Begin Date" is "10/16/2017". The "Is this an External Posting?" dropdown menu is set to "No". The "Would you like to Post the Salary Provided?" dropdown menu is set to "Yes".

b. If **Yes**, then select **yes** from the drop down menu.

The screenshot shows the same "Posting Details" form. The "Is this an External Posting?" dropdown menu is now set to "Yes". The "External Posting Duration" field contains "2 Weeks". The "Posting Salary" field contains "Salary Commensurate with Experience".

4. Would you like to post the salary provided? *Select Yes or No*  
 If you select **Yes**, either the single salary value, salary range with text "Salary Commensurate with Experience", single hourly rate or hourly range with text "Salary Commensurate with Experience" (Clerical-Technical positions only) 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.

**Position Description**

There are tabs within the Position Description section to quickly access the Posting Snapshot, Position Summary, Qualifications, Work Hours, Physical Demands, Health Risks and Applicant Instructions. There is also an additional scroll bar for the Position Summary section within this section.

The screenshot shows a navigation bar with tabs: POSTING SNAPSHOT, POSITION SUMMARY, QUALIFICATIONS, WORK HOURS, PHYSICAL DEMANDS, HEALTH RISKS, and APPLICANT INSTRUCTIONS. Below the tabs, the "Position Description" section is visible. The "Working/Functional Title" field contains "Research Assistant I". Below it, a "Posting Snapshot" field contains the text: "Animal Sciences in the College of Agriculture and Natural Resources is seeking a Research Assistant."

1. **Posting Snapshot** (Text field – 400 character limit) - Displays on the Careers @ MSU website. Use this 2-3 sentence summary to pique the interest of applicants so they will check into the posting and learn more about the process.

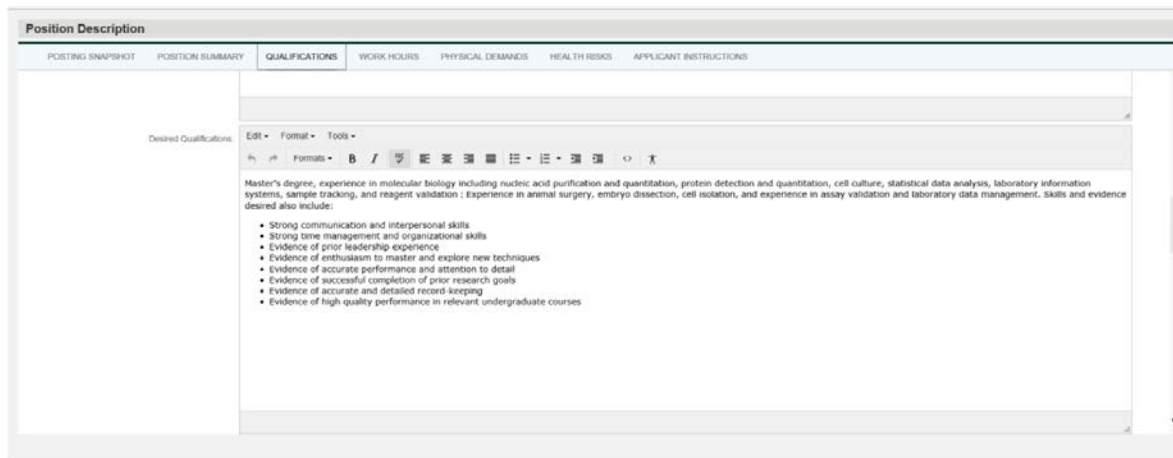
2. **Position Summary**, enter the text exactly as it should appear in the posting.
  - a) Enter a Working/Functional Title if desired (e.g., Chairperson, Marketing)

**Note:** The Position Summary has a tool bar to modify the text within to copy and paste text, modify the formatting of the text and spellcheck the text. See the screen shots below.

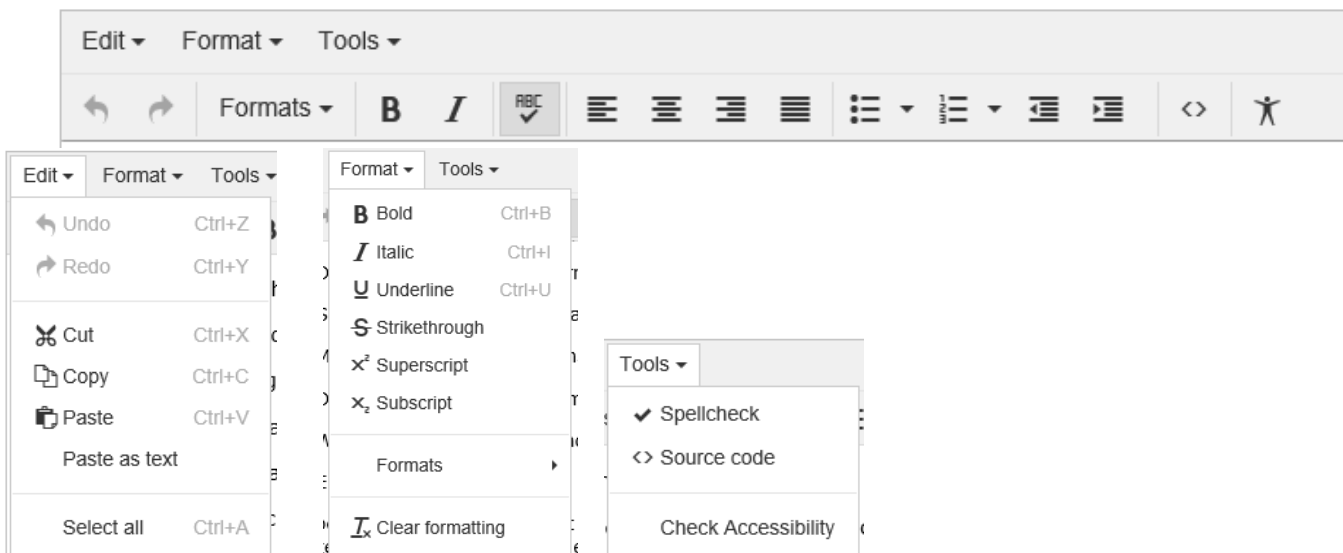
3. **Qualifications**
  - a) **Unit Required Education/Experience** (Text field – no character limit), some positions may have a minimum defined. Specify a subject area in the box provided if required.



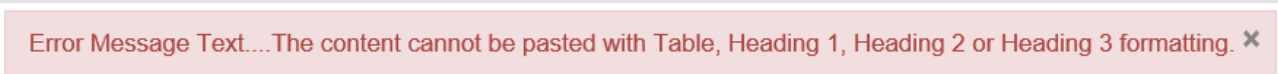
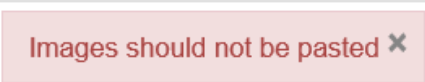
- b) **Desired Qualifications**, enter the text exactly as it should appear in the posting.
- c) Indicate the **Department website** if desired.
- d) Indicate any **Required Application Materials** such as cover letters, resumes, etc.
- e) The **Special Instructions to Applicant** field can be used to provide additional information to applicants. Enter the text exactly as it will appear in the posting.
- f) **Note:** If the applicant is required to provide references at the time of application submission, indicate this in **Special Instructions to Applicant**, along with the number of references required. Reference contact information can also be collected from the applicant later in the process. If this is the case, note that references are not required at the time of application.



**Note:** The Position Summary section has a tool bar to modify the text within to copy and paste text, modify the formatting of the text and spellcheck the text. See the screen shots below.



**Note:** When copying and pasting information into the position summary the following errors may occur. If images are not compatible the error, "Images should not be pasted" will appear. If the copied text is using headers 1, 2 and 3 the following error will appear, "Error Message Text...The content cannot be pasted with Table, Heading 1, Heading 2 or Heading 3 formatting." To correct the heading error modify your headings to headers 4 and higher.



4. **Work Hours**, specify the hours:

- a) Standard (8-5)
- b) Non-standard
- c) Variable

5. **Physical Demands**, select **Yes** or **No** if 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>

**Note:** If Yes, summarize the physical demands for the posting in addition to completing the required form for MSU Occupational Health. Completed forms should be sent to MSU Occupational Health.

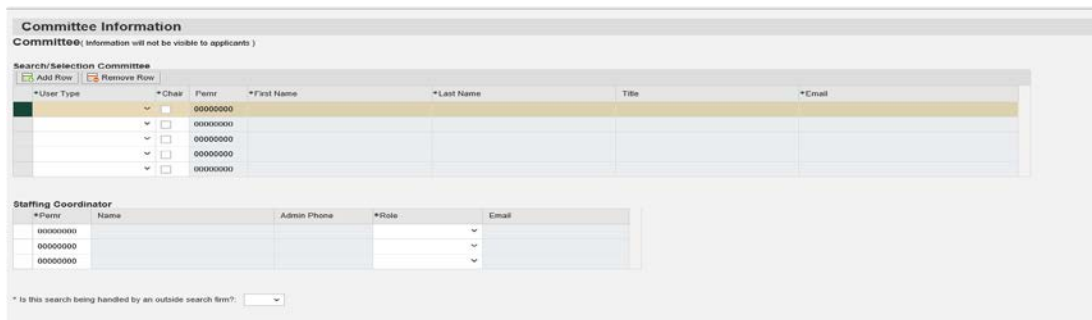
6. **Health Risks**, select **Yes** or **No** if the duties of this position involves exposure to health risks. If Yes, summarize the health risks for the posting in addition to completing the required form for MSU Occupational Health.

**Note:** If Yes, a summary of health risks is required and basic formatting can be pasted into form.

<https://www.hr.msu.edu/ua/hiring/documents/HealthRiskPhysDemands.pdf>

**Committee Information**

1. To add *Search/Selection Committee* members, select External or MSU Employee from the User Type drop-down menu.



- Indicate which committee member is the Chair by checking the box in the appropriate row. MSU Employees who serve on the committee are searchable and their name, title and email address will populate.

**Committee Information**  
Committee (Information will not be visible to applicants)

Search/Selection Committee

| *User Type | *Chair                              | Pernr    | *First Name | *Last Name | Title | *Email       |
|------------|-------------------------------------|----------|-------------|------------|-------|--------------|
| External   | <input checked="" type="checkbox"/> | 00000000 | Search      | Committee  |       | Test@msu.edu |
|            | <input type="checkbox"/>            | 00000000 |             |            |       |              |
|            | <input type="checkbox"/>            | 00000000 |             |            |       |              |
|            | <input type="checkbox"/>            | 00000000 |             |            |       |              |
|            | <input type="checkbox"/>            | 00000000 |             |            |       |              |

**Staffing Coordinator**

| *Pernr   | Name       | Admin Phone | *Role   | Email        |
|----------|------------|-------------|---------|--------------|
| 00010929 | Karin Root |             | Primary | Test@msu.edu |
| 00000000 |            |             |         |              |
| 00000000 |            |             |         |              |

\* Is this search being handled by an outside search firm? No

- Indicate **Pernr** for Affirmative Action Advocate (search function is available).
- Indicate **Pernr** for all Staffing Coordinators indicating whether their role is Primary or Backup (search function is available).
- Is this search being handled by an outside search firm? Select Yes or No to answer the question.
  - If Yes, indicate the search firm's name.

For specific instructions for working with a search firm, reference the [Unit Agency Guide](#). You may also direct search firm contacts to the [Search Firm Agency Guide](#) for instructions on how they can use the ATS.

### Advertising/Sourcing Options

- Select the best options from drop-down menus in **Advertising/Sourcing Options** section.
- The values available are from the Pure Michigan Job Portal, Inside Higher Ed. and Higher Education Recruitment Consortium (HERC) websites.
- This information is required even if the position will be posted internally only. Should the posting need to be opened to the public, the information will have already been collected.

**Advertising/Sourcing Options**

**External Resources (Centrally Funded)**  
Higher Education Recruitment Consortium (HERC – posting search criteria)  
<http://www.hercjobs.org>

\* Location (State): Michigan

Category: Staff/Administrative

\* Sub Category: Research – Laboratory/Non-Laboratory

**Inside Higher Education (posting search criteria)**  
<https://careers.insidehighered.com/>

Location: United States of America

\* Sub-Location: Michigan

\* Zip Code: 48824

\* Work Type: Not Applicable

\* Category: Science & Technology

\* Sub Category: Chemistry & Biochemistry

Advertising/Sourcing Options

Pure Michigan Job Portal (State of Michigan Workforce Development site)

http://www.mtalent.org

\* Career Category:

\* Career Type:

External Resources (Centrally Funded)

http://www.hercjobs.org

\* Location (State):

Category:

\* Sub Category:


Inside Higher Education (posting search criteria)

https://careers.insidehighered.com/

Location:

\* Work Type:

\* Category:

4. Search and select **Area(s) of Interest** for the MSU Careers website (look up available, choose as many options as applicable).
5. Choose an appropriate **Work Location**. East Lansing is the default value. If that is not correct click the trash can icon .
6. **Employee Group** and **Full-Time/Part-Time** values will pre-populate based on responses to previous questions.
7. Select **Work Type**.

MSU Careers Website

http://www.careers.msu.edu

Area of Interest (select all that apply)

\* Area of Interest:

 **Administrative/Business/Professional**

Work Location (select all that apply)

\* Work Location:

 **East Lansing**

 **Ingham**

Employee Group

Administrative Professionals – AP

Clerical Technical – CT

Nurses – NURS

Operating Engineers – 324

Professional Supervisory – AFSA

Police Officers – FOP

Police Sergeants – FOPK

Res Advisor – ASRA

Service Maintenance – 1505

Skilled Trades – 999

Stage Managers – 774

Extension Program Associate – EXPA

Full Time/Part Time

Full Time (90-100%)

3/4 Time (65-89.9%)

1/2 Time (50-64.9%)

Part Time (1-49.9%)

Work Type(select only one)

Support Staff

MSU Extension

## Attachments and Comments

Based on the information provided, the form identifies required attachments and lists them at the top with a checkbox next to each item required. The “general attachment” option may also be selected to upload additional documents. To upload an attachment:

1. Select the **Attachment Type** from the drop-down menu.
  - a) Click the **Browse** button to locate and select the attachment.
  - b) Click the **Upload** button to attach the file.
2. Repeat this process for each additional attachment.
3. To delete an attachment:
  - a) Select the attachment by clicking the check box.
  - b) Click the **Delete Attachment** button.

Approvers cannot add or remove attachments. If attachments must be changed, the approver should reject the form back to the initiator. Plain text can be pasted in for comments.

## Summary Form

A summary of all information is displayed for final review and error checking. Review the completed form, making any needed changes to the information. The field **Add Ad Hoc Approver** will insert an approval at the first level of the workflow. To review the completed form, click the **Check** button  to have the system perform a final check of the information. Correct any remaining errors.

## Review Form

The **Generate PDF** button  allows the creation of a paper or electronic version for departmental files\*. The PDF version of the form opens in a new window and can be saved or printed. The PDF will continue to be available in the HR/Payroll System for reference later, even after approval.

The form is ready to be sent for approval. Click the **Send** button  to route the completed form for approval. A confirmation message displays a process reference number that can be used to track the form.

**Note:** The Process Reference Number is generated only after being submitted into workflow.

## What happens next

1. When form is complete and **Send** button  has been pressed, it will route through workflow for necessary approvals. As the form routes for approvals, approvers can view the form by selecting the **Generate PDF** button. The final approver is HR.  
**Note:** For detailed instructions on how to access and view the form, visit: <https://hr.msu.edu/ebshelp/hrpayrollinbox/reference.html>
2. Once approved by HR, the information contained in the form will be uploaded to the ATS.
3. The HR Analyst assigned to the posting will verify and finalize the posting details.
4. The primary Staffing Coordinator and Staffing Coordinator Backup 1 will receive an email when the posting is available in the ATS.  
**Note:** The Primary Staffing Coordinator should notify the Staffing Coordinator Backup 2 and the Search Committee Members when the posting is available.

Advertising/Sourcing Options

*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**

- 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

## Appendices

### [Pure Michigan Job Portal](#)

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

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

- 
- Education & Training
    - Adult and Continuing Education
    - Educational Administration
    - Elementary Education
    - Instructional Design
    - Preschool Education
    - Secondary and Vocational Education
    - Special Education
    - Teaching Assisting
    - Post-Secondary Education
  - Finance, Accounting, Insurance, Banking
    - Financial Analysis
    - Accounting And Financial management
    - Actuarial Science
    - Banking Support Services
    - Bookkeeping
    - Insurance
    - Security Sales
  - 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
  - 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)

- 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
- 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
- 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 Service

HERC

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

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Academic/Faculty                            | <input type="checkbox"/> Interdisciplinary                      | <input type="checkbox"/> Executive              |
| <input type="checkbox"/> Academic/Faculty                            | <input type="checkbox"/> International Affairs/Studies          | <input type="checkbox"/> Chancellor/President   |
| <input type="checkbox"/> Agricultural Sciences                       | <input type="checkbox"/> Legal Studies                          | <input type="checkbox"/> C-level                |
| <input type="checkbox"/> Allied Health                               | <input type="checkbox"/> Library/Information Sciences           | <input type="checkbox"/> Dean                   |
| <input type="checkbox"/> Alternative/Complementary<br>Medicine       | <input type="checkbox"/> Mathematics/Statistics                 | <input type="checkbox"/> Executive              |
| <input type="checkbox"/> Architecture/Preservation/Planni<br>ng      | <input type="checkbox"/> Medical – Clinical                     | <input type="checkbox"/> Executive Director     |
| <input type="checkbox"/> Arts/Humanities                             | <input type="checkbox"/> Medical – Research                     | <input type="checkbox"/> Provost/Vice President |
| <input type="checkbox"/> Aviation                                    | <input type="checkbox"/> Medical Imaging                        |   |
| <input type="checkbox"/> Biological/Biomedical Sciences              | <input type="checkbox"/> Military studies/Affairs               |   |
| <input type="checkbox"/> Business/finance                            | <input type="checkbox"/> Nursing                                |   |
| <input type="checkbox"/> Communications/Journalism                   | <input type="checkbox"/> Online/Distance                        |   |
| <input type="checkbox"/> Computer/Information Sciences               | <input type="checkbox"/> Other – Academic/Faculty               |   |
| <input type="checkbox"/> Criminal Justice                            | <input type="checkbox"/> Performing Arts                        |   |
| <input type="checkbox"/> Dentistry                                   | <input type="checkbox"/> Pharmaceutical Sciences                |   |
| <input type="checkbox"/> Education                                   | <input type="checkbox"/> Public Health                          |   |
| <input type="checkbox"/> Engineering                                 | <input type="checkbox"/> Public Policy/Public<br>Administration |   |
| <input type="checkbox"/> Environmental Sciences/Natural<br>Resources | <input type="checkbox"/> Social/Behavioral Sciences             |   |
| <input type="checkbox"/> Healthcare Administration                   | <input type="checkbox"/> Theological Studies                    |   |
|  | <input type="checkbox"/> Veterinary Medicine                    |   |
|  | <input type="checkbox"/> Vocational/Technical Education         |   |

Careers Website

**Location**

- |  |                                      |   |   |
|--|--------------------------------------|---|---|
| <input type="checkbox"/> Adrian        | <input type="checkbox"/> Benzie      | <input type="checkbox"/> Chippewa               | <input type="checkbox"/> Fennville                      |
| <input type="checkbox"/> Alcona        | <input type="checkbox"/> Berkeley    | <input type="checkbox"/> Clare                  | <input type="checkbox"/> Flint                          |
| <input type="checkbox"/> Alger         | <input type="checkbox"/> Berrien     | <input type="checkbox"/> Clarksville            | <input type="checkbox"/> Flint - Clinical               |
| <input type="checkbox"/> Allegan       | <input type="checkbox"/> Bessemer    | <input type="checkbox"/> Clinton                | <input type="checkbox"/> Frankenmuth                    |
| <input type="checkbox"/> Alma          | <input type="checkbox"/> Beulah      | <input type="checkbox"/> Clinton Township       | <input type="checkbox"/> Fremont                        |
| <input type="checkbox"/> Alpena        | <input type="checkbox"/> Big Rapids  | <input type="checkbox"/> Coldwater              | <input type="checkbox"/> Gaylord                        |
| <input type="checkbox"/> Ann Arbor     | <input type="checkbox"/> Boyne City  | <input type="checkbox"/> Corunna                | <input type="checkbox"/> Genesee                        |
| <input type="checkbox"/> Antrim        | <input type="checkbox"/> Branch      | <input type="checkbox"/> Crawford               | <input type="checkbox"/> Gladwin                        |
| <input type="checkbox"/> Arenac        | <input type="checkbox"/> Brimley     | <input type="checkbox"/> Crystal Falls          | <input type="checkbox"/> Gogebic                        |
| <input type="checkbox"/> Atlanta       | <input type="checkbox"/> Cadillac    | <input type="checkbox"/> Dearborn               | <input type="checkbox"/> Gould City                     |
| <input type="checkbox"/> Augusta       | <input type="checkbox"/> Calhoun     | <input type="checkbox"/> Decatur                | <input type="checkbox"/> Grand Rapids                   |
| <input type="checkbox"/> Bad Axe       | <input type="checkbox"/> Caro        | <input type="checkbox"/> Delta                  | <input type="checkbox"/> Grand Rapids - Clinical        |
| <input type="checkbox"/> Baldwin       | <input type="checkbox"/> Cass        | <input type="checkbox"/> Detroit                | <input type="checkbox"/> Grand Rapids Medical<br>Center |
| <input type="checkbox"/> Barraga       | <input type="checkbox"/> Cassopolis  | <input type="checkbox"/> Detroit Medical Center | <input type="checkbox"/> Grand Traverse                 |
| <input type="checkbox"/> Barry         | <input type="checkbox"/> Centreville | <input type="checkbox"/> Dickinson              | <input type="checkbox"/> Gratiot                        |
| <input type="checkbox"/> Bay           | <input type="checkbox"/> Charlevoix  | <input type="checkbox"/> East Lansing           | <input type="checkbox"/> Grayling                       |
| <input type="checkbox"/> Bay City      | <input type="checkbox"/> Charlotte   | <input type="checkbox"/> Eaton                  | <input type="checkbox"/> Hancock                        |
| <input type="checkbox"/> Bellaire      | <input type="checkbox"/> Chatham     | <input type="checkbox"/> Emmet                  | <input type="checkbox"/> Harbor Springs                 |
| <input type="checkbox"/> Benton Harbor | <input type="checkbox"/> Cheboygan   | <input type="checkbox"/> Escanaba               |   |

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Harrison             | <input type="checkbox"/> Lansing               | <input type="checkbox"/> Negaunee           | <input type="checkbox"/> Sault Sainte Marie       |
| <input type="checkbox"/> Harrisville          | <input type="checkbox"/> Lansing - Clinical    | <input type="checkbox"/> Newaygo            | <input type="checkbox"/> Schoolcraft              |
| <input type="checkbox"/> Hart                 | <input type="checkbox"/> Lapeer                | <input type="checkbox"/> Newberry           | <input type="checkbox"/> Scottville               |
| <input type="checkbox"/> Haslett              | <input type="checkbox"/> Leelanau              | <input type="checkbox"/> Norway             | <input type="checkbox"/> Shiawassee               |
| <input type="checkbox"/> Hastings             | <input type="checkbox"/> Lenawee               | <input type="checkbox"/> Novi               | <input type="checkbox"/> Southfield               |
| <input type="checkbox"/> Hickory Corners      | <input type="checkbox"/> Livingston            | <input type="checkbox"/> Oakland            | <input type="checkbox"/> Southgate                |
| <input type="checkbox"/> Hillsdale            | <input type="checkbox"/> Luce                  | <input type="checkbox"/> Oceana             | <input type="checkbox"/> St. Clair                |
| <input type="checkbox"/> Holland              | <input type="checkbox"/> MAC University Center | <input type="checkbox"/> Ogemaw             | <input type="checkbox"/> St. Joseph               |
| <input type="checkbox"/> Holt                 | <input type="checkbox"/> Mackinac              | <input type="checkbox"/> Okemos             | <input type="checkbox"/> Standish                 |
| <input type="checkbox"/> Houghton             | <input type="checkbox"/> Macomb                | <input type="checkbox"/> Ontonagon          | <input type="checkbox"/> Stanton                  |
| <input type="checkbox"/> Howell               | <input type="checkbox"/> Manistee              | <input type="checkbox"/> Osceola            | <input type="checkbox"/> Stephenson               |
| <input type="checkbox"/> Huron                | <input type="checkbox"/> Manistique            | <input type="checkbox"/> Oscoda             | <input type="checkbox"/> Suttons Bay              |
| <input type="checkbox"/> In State             | <input type="checkbox"/> Marquette             | <input type="checkbox"/> Otsego             | <input type="checkbox"/> Tawas City               |
| <input type="checkbox"/> Ingham               | <input type="checkbox"/> Marshall              | <input type="checkbox"/> Ottawa             | <input type="checkbox"/> Tipton                   |
| <input type="checkbox"/> Ionia                | <input type="checkbox"/> Mason                 | <input type="checkbox"/> Out of Country     | <input type="checkbox"/> Traverse City            |
| <input type="checkbox"/> Iosco                | <input type="checkbox"/> Mecosta               | <input type="checkbox"/> Out of State       | <input type="checkbox"/> Traverse City - Clinical |
| <input type="checkbox"/> Iron                 | <input type="checkbox"/> Menominee             | <input type="checkbox"/> Paw Paw            | Location  |
| <input type="checkbox"/> Isabella             | <input type="checkbox"/> Midland               | <input type="checkbox"/> Pontiac            | <input type="checkbox"/> Troy                     |
| <input type="checkbox"/> Ithaca               | <input type="checkbox"/> Midland - Clinical    | <input type="checkbox"/> Port Huron         | <input type="checkbox"/> Tuscola                  |
| <input type="checkbox"/> Jackson              | Location                                       | <input type="checkbox"/> Presque Isle       | <input type="checkbox"/> Tustin                   |
| <input type="checkbox"/> Kalamazoo            | <input type="checkbox"/> Millersburg           | <input type="checkbox"/> Reed City          | <input type="checkbox"/> Upper Peninsula -        |
| <input type="checkbox"/> Kalamazoo - Clinical | <input type="checkbox"/> Mio                   | <input type="checkbox"/> Rogers City        | Clinical  |
| <input type="checkbox"/> Kalkaska             | <input type="checkbox"/> Missaukee             | <input type="checkbox"/> Roscommon          | <input type="checkbox"/> Van Buren                |
| <input type="checkbox"/> Kent                 | <input type="checkbox"/> Monroe                | <input type="checkbox"/> Saginaw            | <input type="checkbox"/> Warren                   |
| <input type="checkbox"/> Keweenaw             | <input type="checkbox"/> Montcalm              | <input type="checkbox"/> Saginaw - Clinical | <input type="checkbox"/> Washington               |
| <input type="checkbox"/> Laingsburg           | <input type="checkbox"/> Montmorency           | <input type="checkbox"/> Saint Ignace       | <input type="checkbox"/> Washtenaw                |
| <input type="checkbox"/> Lake                 | <input type="checkbox"/> Mount Pleasant        | <input type="checkbox"/> Saint Johns        | <input type="checkbox"/> Wayne                    |
| <input type="checkbox"/> Lake City            | <input type="checkbox"/> Munising              | <input type="checkbox"/> Saint Joseph       | <input type="checkbox"/> West Branch              |
| <input type="checkbox"/> Lakeview             | <input type="checkbox"/> Muskegon              | <input type="checkbox"/> Sandusky           | <input type="checkbox"/> West Olive               |
| <input type="checkbox"/> Lanse                | <input type="checkbox"/> Nazareth              | <input type="checkbox"/> Sanilac            | <input type="checkbox"/> Wexford                  |