



HOWARD COUNTY JUNIOR COLLEGE DISTRICT
HUMAN RESOURCES OFFICE

PERSONNEL REQUISITION FORM (Complete in detail and forward to Human Resources)

DATE:
TITLE OF VACANT POSITION:

EMPLOYING DEPARTMENT:

AMOUNT OF RELATED EXPERIENCE REQUIRED:
Previous related experience preferred
1 year related experience preferred
2 years related experience preferred
3 years related experience preferred
4 years related experience preferred
5 years related experience preferred
8 years related experience preferred
10 years related experience preferred

EDUCATION REQUIRED:
High school graduate or equivalent required
Some college required
Associates degree or equivalent required
Bachelors degree required
Masters degree required
Doctorate required

SKILLS AND OTHER QUALIFICATIONS REQUIRED:

DESCRIPTION OF JOB DUTIES:

Does this position involve driving college vans? Yes No
Please refer qualified applicants to (interviewer):

This is a replacement for: Date position is available:

I have attached an updated job description and broadbanding points have been verified: (Initial)

SALARY RANGE: LENGTH OF CONTRACT: month

Post in-house 5 days, then post on the Web on the 6th day

Post in-house & on the Web at the same time:

Department Head Signature:
Grant Director Signature (if applicable):
Cabinet Member Signature:
President's Signature: