

**Binghamton University
Professional Vacancy Announcement Worksheet**

| | | | | |
|---|--|-------------------|---------------|--------------------------|
| Campus Title | | | | |
| Budget Title | | | Line # | |
| Grade | SL- (or) MP- | Salary | \$ | |
| Requested Posting Date | * please note, vacancies must appear on HR's web site prior to advertising externally. | Obligation | Calendar Year | <input type="checkbox"/> |
| | | | College-Year | <input type="checkbox"/> |
| Full-Time | <input type="checkbox"/> | Post for: | 30 Days | <input type="checkbox"/> |
| Part-Time (less than 100%) | <input type="checkbox"/> | | Until Filled | <input type="checkbox"/> |
| FTE % if Part-Time | % | | Other | |
| Job Description (maximum of 2,000 characters): | | | | |
| | | | | |
| Requirements / Qualifications (maximum of 2,000 characters): | | | | |
| | | | | |

