



## Request for Specialty Advertising

The Office of Employment and Outreach Services will advertise positions upon request. Departments are responsible for the cost of ads. The HR Employment Manager will work closely with departments when placing ads, providing quotes and seeking funding. All Faculty advertising must be approved by the appropriate Dean.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Department: \_\_\_\_\_ Acct # \_\_\_\_\_

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**Position:** \_\_\_\_\_ **Job #** \_\_\_\_\_

Requested Advertising Sources \_\_\_\_\_

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Additional Information: \_\_\_\_\_

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Dean Signature