INSTRUCTIONS FOR COMPLETING REQUEST FOR VACANCY LISTING

1.) JOB POSTINGS
   a. PER ASUCD BYLAWS, ALL POSITIONS MUST BE POSTED FOR AT LEAST ONE (1) WEEK
      • CONTROLLER POSITIONS MUST BE POSTED FOR 2 WEEKS
   b. PLEASE INCLUDE A CONCISE JOB DESCRIPTION FOR RECRUITING PURPOSES
   c. PREVIOUS POSTINGS ARE AVAILABLE FOR REFERENCE & CAN BE USED FOR NEW POSTING. (PLEASE REQUEST)
      • If you do use previous postings, please provide previous vacancy listing number in appropriate field.
   d. REFER TO BUDGET FOR APPROVED POSITION TITLES, PAYRATES, START AND END DATES (Refer to Budget “Weeks” column to determine start & end dates)

2.) THE FINAL FILING DATE SHOULD BE A THURSDAY, UNLESS SPECIAL ARRANGEMENTS HAVE BEEN MADE. (STUDENT GOVERNMENT POSITIONS CAN CLOSE ON WEDNESDAYS)
   a. APPLICATIONS WILL BE AVAILABLE AFTER 10AM ON THE DAY FOLLOWING THE FINAL FILING DATE.
   b. ALL UNIT DIRECTOR POSITIONS MUST BE PICKED UP BY THE ASUCD PRESIDENT, VICE PRESIDENT OR CONTROLLER.

3.) STIPEND POSITIONS—Please reference the budget for the following information
   a. POSITION TITLE
   b. PAY RATE
   c. START & END DATES

4.) UNPAID POSITIONS
   a. WILL BE POSTED AS VOLUNTEER POSITIONS
   b. MUST BE MONITORED/OVERSEEN BY A UCD PROFESSOR TO BE CONSIDERED AN INTERNSHIP

** IF YOU HAVE ANY QUESTIONS PLEASE DO NOT HESITATE TO ASK THE PAYROLL/PERSOEEL COORDINATOR IN THE STUDENT SERVICES OFFICE**
REQUEST FOR VACANCY LISTING

POSITION REQUESTED ___________________________ ACTIVITY/UNIT NAME ______________________

WORKING HOURS: ___________________________ PAY RATE: ___________________________

START DATE: __________ TO: __________ APPLY BY DATE: __________________________

CONTACT PERSON ___________________________ CONTACT PHONE __________________________

E-MAIL ADDRESS ___________________________ OPTIONS __________________________

(PLEASE CHECK IF YES) RESUME: ____ YES WORK STUDY: __ YES STIPEND: ___ YES

USE PRIOR VACANCY LISTING #: _______________ OR COMPLETE INFORMATION BELOW

PURPOSE:

DUTIES AND RESPONSIBILITIES:

SKILLS AND REQUIREMENTS:

ACTIVITY DIR SIGNATURE ASUCD BUSINESS MANAGER DATE

ASUCD STUDENT SERVICES OFFICE
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10/2017