



## University of South Carolina – Beaufort Personnel Advertising Information Sheet

**TO: Division of Human Resources**

Position Open (title):

Band:

Salary:

Slot No.:

Class Code:

Internal Title:

PIN No.:

Department

Bldg.:

Room No.:

Person Conducting Interviews:

Phone No.:

Date Required:

Grant Funded (give date):

Permanent

New Position

Replacement for:

Length of Advertisement:

External Advertising:

Yes

No



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### Account Numbers

Dept.:

Fund:

Class:

Job Description (include days and hours if different from regular University schedule):

Minimum Qualifications:

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### Approvals

Dept. or Division Head: \_\_\_\_\_  
(sign in blue ink)

Date: \_\_\_\_\_