



OPEN POSITION REQUEST

Department: _____

Today's Date: _____

Contact Person: _____

Position Title: _____

Category: (Choose one)

Full-Time Faculty

Part-Time Faculty/Adjunct

Full-Time Staff

Part-Time Staff

of hours per week: _____

Primary Location:

Wilburton

McAlester

Antlers

Idabel

Position Advertising Close Date: _____ Desired Start Date: _____

Salary/Salary Range or Wage (Must be completed): _____

Interview Committee Members: (Minimum of 3)

Chair: _____

Staff: _____

Faculty (If faculty position): _____

HR Rep: Will be assigned by HR Dir.

Member: _____

Member: _____

RECRUITING/ADVERTISING: (Please choose where you want the position advertised)

Internal posting only (3 days via EOSScall email)

EOSS Website

EOSS Facebook

Indeed.com

HR Form 5.17.21