

Instructions for Position Announcement Form and Order Form

ANY MODIFICATIONS TO THESE FORMS ARE NOT ACCEPTABLE!

This document is for Colleges, Universities, or Organizations **announcing** an open position. Please complete the forms on the next two pages.

FORMS: Please complete one “Position Announcement Form” for each position. A one-page position description will also be accepted as an addendum. A consolidated “Order Form” – all positions listed on one order form – is also required. **Forms must be mailed with payment** – there is no on-line submission. For a professional appearance, use a dark blue or black ink or type; filling in by hand is not recommended.

FEES: If you wish to be listed in more than one discipline (such as Management and International), the charge will be \$25 for **EACH** listing in a discipline. Any addendum longer than one page will be truncated to avoid additional reproduction costs unless a \$5 per page fee is paid. (e.g., a three page position description is an additional \$10 charge.)

SUBMISSION: Completed forms and fees should be received by the Placement Director no later than **October 16, 2009**. **Do not mail any submissions after this date**. Late submissions will not be included in the pre-conference listings and also risk not arriving in time for the conference. It is better to register at the conference than submit late. You should allow 6 days for USPS delivery. Make your check payable to “SMA PLACEMENT SERVICES.” We do not accept faxed forms; they usually reproduce poorly. Please submit forms and payment to:

Dr. Frank Markham
Placement Director
P.O. Box 3195
Grand Junction, CO 81502-3195

Phone: (970) 245-0333
E-mail: fmarkham@mesastate.edu

LATE REGISTRATION: Placement Services will be available at the conference on Wednesday from 4 - 5 p.m. and any time the Placement Center is open on Thursday or Friday.

PAYMENT RESTRICTIONS: Placement Services does not accept credit cards and does not provide vouchers or invoices. Our **tax-exempt number is 58-1295483**.

DO NOT CHANGE THE FORMATTING! We **will not** accept modified forms. Just fill in as set up; be careful that all of your information is visible on the screen. If what your typing does not show on the screen, then it will not print. If using the Word (DOC) formatted form, please do not allow a second page.



POSITION ANNOUNCEMENT FORM

Field (check only one): Management International Other: _____

School: _____

Postal address: _____

Contacts: At conference _____ After conference: _____

Day phone: (_____) - _____ Day phone: (_____) - _____

Cell: (_____) - _____ Cell: (_____) - _____

E-mail: _____ E-mail: _____

Position Available (Rank or Title): _____

Starting Date: _____ Status: ___ Tentative ___ Certain

Salary: \$ _____ ___ AACSB Competitive ___ Competitive ___ Negotiable/Depends on Experience

Teaching Interests: ___ Bus. Ethics ___ Marketing ___ Org. Theory ___ Principles
___ H.R. Mgmt. ___ MIS/BIS ___ Policy/Strategy ___ Quant. Methods
___ International ___ Org. Behavior ___ POM ___ Services
___ Other _____

Areas Competent to Research in: _____

Description of Duties, etc.: _____

Degree Required & Major Field: _____

Experience/Competency/Special Requirements: _____

Other Information to Share: _____

Position Description included: ___ Yes ___ No Submission of this form indicates your permission to publish it with addendum.