RECRUITING INFORMATION
FOR REGULAR OR POST DOCTORAL POSITION

Request date: _______  PI/Supervisor Name: _______

Position working title: ___  Department: ___________

Date Position is Available: _______  Close Date for Ad: ___________

New or Current Position? _____  Salary Range for Position: _____

Position Vacated by: __  Date Position Vacated: _______

Project Number for Ad: _________  Project Number(s) for 108: _________

Advertisement
_________________________________________________________________________
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Placement of Advertisement - All ads must be posted a minimum of 10 business days and maximum of 90 days on ODU Research Foundation website and placed with Virginia Employment Commission. List other places to advertise (PI responsible for costs):
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Send Resumes/Applications to (email address): _______________________________________
(ODU Research Foundation will forward resumes and applications to the above contact via email).

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Research Foundation Use ONLY

Payroll Title ______________________________  Job ID ________  Band ________

Filled by: ________________________________  Starting Date ______  Rate ________

HR _________

GCA _________

S:HR/Job Descriptions/Recruit Information Form  Updated: February 10, 2009