

AUTHORIZATION FOR POSITION RECRUITMENT

Human Resources, Maine Maritime Academy

Position Information (To be completed by Department/Division Head)

Position Title	Position Type Faculty Staff Administration		
Position Duration Continuing Temporary	Projected Start Date: _____		If temporary, end date: _____
Position Classification Full-time Part- Time On-Call	# Work Hours/Week: _____	#Work Months/Year: _____	
IF ADJUNCT # of Sections: _____ # of Credits/Section: _____ # of Units/Section: _____ Total # of Credits: _____ Total # of Units: _____ Additional Duties: _____			

Funding Information

Department Cost Center: _____ Position Code: _____	Proposed or Current Pay Grade/Step: _____ / _____ Anticipated Rate of Pay: \$ _____ Hourly Salary Other
Is this position: New Position Replacement Other	Is this Position Budgeted? Yes No
If Replacement, provide Name of incumbent, date of vacancy & reason for vacancy: If other, explain: _____	If not budgeted, please identify how position will be funded and funding source: _____
Justification for filling this position: _____	

Selection Process

The Hiring Committee Chair must have served on at least two other hiring committees. One other member must have served on at least one prior committee and one member may be new to the process. Committees should have no more than 5 people and must be willing to meet with each candidate together. Choose below:		
Supervisory Interview (temp positions only)	Search Committee Chair: _____ Search Committee Members: _____	
Application Review will begin: _____		Interviews will begin: _____

Authorization Routing and approval

Department Head
Next Level Department Head
Division Head (VP)
Human Resources Officer
VP Financial & Institutional Service

Advertising Plan

All positions will be advertised on the MMA external website. The list below is not all inclusive, prices are for reference only and are subject to change. We ask that you think outside the box when it comes to advertising, please include professional listserves, blogs, professional journals and websites, professional networking sites, internet job boards, etc. Consider "reach." The local paper may be appropriate for a temp firefighting position but not for an Engineering Professor. Think about diversity. Please add advertising sources that may be helpful to your search.

Please Check	Advertising Source	Date placed & cost
	American Indian Science and Engineering Society	\$349/45days
	American Institute of Physics / Physics Today Jobs	\$650/30days
	American Society of Naval Engineers	\$150/30days
	Bangor Daily News – Online	\$350/30days
	Boston Globe – Print	\$650/1 Sun edition
	Castine Patriot	Based on length
	Chronicle of Higher Education	Subscription, no cost
	Chronicle of Philanthropy	\$275/30days
	CUPAHR.com	\$195/30days
	D3jobs CollegeSports.jobs	Subscription
	Diverse Jobs	\$375/30days
	Educause.edu (for IT and Tech Professionals in higher ed)	\$295/30days
	Ellsworth American	Based on length
	GCaptain – Maritime	\$399/30days
	Higher Ed Jobs	Subscription, no cost
	HireaHero.org	\$299/30days
	IEEE Institute of Electrical & Electronic Engineers	\$499/30days
	InsideHigherEd.com	Subscription, no cost
	Insight into Diversity	\$399/60days
	JobLink – Maine	No cost
	JobsinME.com	Subscription, no cost
	MANP – Maine Association for Non-Profits	Subscription, no cost
	MMA Career Services	No cost
	Mass Maritime Cooperative Advertising	No cost
	National Black MBA Association	\$350/60days
	National Society of Hispanic MBAs	\$249/30days
	NCAA	\$360/30days
	AAAS (American Association for Advancement of Science)	\$630/30days
	Society for the Advancement of Chicano/Hispanics/Native Americans in Science	\$459/30days
	SNAME	\$249/30days
	Society of Women Engineers (SWE)	\$449/30days
	Tall Ships America Billet Bank	No cost
	Other/Website:	Member #