MICHIGAN STATE
U N I V E R S I T Y

Academic Position Request Guide for Faculty & Academic Staff

Updated May 21, 2018

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BEFORE YOU BEGIN

This document is presented as an optional tool that Unit Administrators may use to collect information from search committee members. It is intended to help complete the information before beginning the position request in the EBS portal.

Below is the information needed, screen-by-screen, to request a position. Make selections and write in basic information for the Unit Administrator. Text can be copied into the EBS form from other documents, so please provide them to the Unit Administrator electronically. Required fields are indicated with an asterisk (*).

⚠️ **Note:** Do not enter "please see attached" text in any of the text fields as it will be entered into the form and populated into the PageUp Applicant Tracking System. Provide MSU HR with the verbiage to be displayed in the posting via the position request form.

Before you begin filling out the position request, you need to determine the following:

1. Is this an existing position or new position?
2. Will you be using a search firm?
    a. If yes, ensure search firm is part of CICPC approved listing available through Purchasing department.
3. Is this a no-post/waiver hire?
    a. If yes, Academic Human Resources and the Office for Inclusion and Intercultural Initiatives have the authority to approve waiver requests. Prepare a justification memorandum and obtain approval from both offices.
    b. Once approval is documented, proceed with academic position request.

You will need the following information to complete the Academic Position Request (APR):

- *Organization Code* in which position resides
- *Account Number(s)* from which the salary will be paid from (MSxxxxxxxx)
- *Position Number* (8-digit #) – search in EBS – "Position Details & Relationships" tile

Helpful Hints for copy-paste functionality:

- **Posting Snapshot*** *(plain text, 400 character limit)*
- **Position Summary*** *(basic formatting)*
- **Minimum Qualifications*** *(basic formatting)*
- **Desired Qualifications** *(optional, basic formatting)*
- **Department statement** *(optional)*
- **Department Website** *(optional)*
- **Required Application Materials*** *(basic formatting)*
- **Special Instructions to Applicant*** *(basic formatting)*

Basic formatting: bold, italics, indents, numbered lists, bulleted lists, and text formatted as heading levels 1 through 3.

Note: Basic formatting is offered as an enhancement to the EBS position request forms. Some users have encountered issues when pasting their formatted content into the forms from another source. Be sure to carefully check formatting on the Review Form page before submitting. If you find formatting issues, you will need to either go back and manually correct spacing within the field(s), or paste your content into Notepad, recopy-paste it into the field(s) and add formatting within the position form.

FAS CHR Approved Position Request

Hiring Process

(select one)
1) Post a Position
2) Post an MSUE Position
3) Exception
       1. Recruitment and Retention Contingent Hire – Spouse/Partner
       2. Recruitment and Retention Contingent Hire – Non-Spouse/Partner
       3. Emergency Hire
           1. This will be allowed for non-Tenure/Continuing appointments
       4. Internal Hire
       5. Senior and Executive Management Hire
       6. Position will last 3 days or less
           1. This will be allowed for non-Tenure/Continuing appointments

Desired Posting Date

_____ / _____ / _____

(The date entered should be the earliest possible posting date for this position. If the position will not be posted (e.g. waiver 16 is selected) then enter the earliest possible hire date for the position. In subsequent steps when processing the appointment, the start date for the appointment can be no earlier than this date.)

Reason for Request

(select one)

    ⟶ New Position

    ⟶ New Position
    ⟶ Resignation
    ⟶ Termination
    ⟶ Leave Coverage
    ⟶ Restructure
    ⟶ Parental Leave
    ⟶ Retirement
    ⟶ Build an Applicant Pool

For options other than "New Position", you will also need…
Name or **PERNR** # of employee being replaced (can lookup by name)

_____

Do you wish to use an existing position as a template?

Question	Option
Will this be an on-call position?	__ Yes
	⟶ No
Do you wish to use an existing position as a template?	⟶ Yes
	⟶ No

If "Yes" for template, then you will also need:
Position Number
(Can look up by position name or ID, organizational unit ID, Job ID, current holder's name or PERNR, or most recent functional working title

Question	Option
If "No" for template, then also answer: **Does this position have an executive management or management administrative title?**	⟶ Yes
	⟶ No

If "yes," for 'title' then the form will only show jobs and enterprise structure options for executive and administrative positions.

Question	Option
If "no," for 'title' then also answer…. **Does this position have a paid rank?**	⟶ Yes
	⟶ No

If Yes to paid rank, the form will only show jobs and enterprise structure options for faculty. Enter other titles on the Organizational Assignment screen.

If No to paid rank, the form will only show jobs in the selection drop-down and enterprise structure options that have neither paid rank nor executive management.

Do you wish to post multiple identical positions?*

Question	Option
Do you wish to post multiple identical positions?*	⟶ Yes
	⟶ No

If "Yes," then answer…
How many total positions are needed? (*Enter a number from 2 to 10)*

Organizational Assignment	
Question	**Option**
Organizational Unit *(look up by organizational unit code or name)*	
Job *(ID or lookup by name)*	
Supervisor *(position number or lookup by name)*	
Other Ranks/Titles *(only for paid rank positions)*	
Additional Department 2	
Additional Department 3	
Additional Department 4	

Additional Department 5

Enterprise Structure

Please answer the following questions

Is this a union position?	⟶ Yes
	⟶ No
The employee basis will be?	⟶ AN Academic Staff (annual year)
	⟶ AY Academic Staff (academic year)
	⟶ AN Faculty (annual year)
	⟶ AY Faculty (academic year)
Work Contract	⟶ Fixed Term
	⟶ Roll/Fixed Cont
	⟶ Tenure/Contin

Assignment Type		⟶ Adjunct
		⟶ Adjunct
		⟶ Affiliate
		⟶ Clinical
		⟶ Clinical Emeritus
		⟶ Emeritus
		⟶ Interim
		⟶ Visiting
		⟶ Visiting Adjunct
		⟶ Visiting Clinical

Administrative Address

(most direct mailing address)

Question	Option
Location ID* *(location number or ID)*	
Room/Suite #*	
Phone Number (format 5173531234x12345)	
Extension *(for phone #)*	

Cost Distribution

Question	Option
Employment Percentage*	%

Cost Distribution

(The form accepts more than five funds. If there are additional that need to be recorded, add them to the Attachments and Comments section below.)

Funds	Fund* *(e.g. MSGA012345)*	Order *(Optional, i.e. WBS Element (sub-account))*	Percentage*	Functional Area *(Optional)*
Fund #1			%	
Fund #2			%	
Fund #3			%	
Fund #4			%	
Fund #5			%	

Note: At least one account must be listed. Account must be valid, active and allow for paying salaries. It is NOT required that accounts be active until 12/31/9999, therefore allowing for RC accounts or any accounts that have end dates to be used.

Planned Pay

Question	Option
Which FTE salary format will be provided?* *(check only one)*	⟶ FTE Salary ⟶ FTE Salary Range
If "FTE Salary" chosen, enter **FTE Salary***	$
If "FTE Salary Range" chosen, enter **Minimum FTE Salary***	$
If "FTE Salary Range" chosen, enter **Maximum FTE Salary***	$

Position Summary

Position Summary
Memo for Exception

Question	Options
Physical Demands Do the duties of this position involve physical demanding work requiring lifting 50 pounds or more with frequent lifting and/or carrying of objects weighing 25 pounds or more? https://www.hr.msu.edu/ua/hiring/documents/HealthRiskPhysDemands.pdf *If Yes, a summary of physical demands is required and basic formatting can be pasted into form.*	⎯ Yes ⎯ No
Health Risks Do the duties of this position involve exposure to health risks? https://www.hr.msu.edu/ua/hiring/documents/HealthRiskPhysDemands.pdf *If Yes, a summary of health risks is required and basic formatting can be pasted into form.*	⎯ Yes ⎯ No

Posting Details

(NOT USED FOR WAIVER HIRES)
The options available depend on the job chosen earlier (check only one in each group.)
Posting Detail

Question	Options
Working/Functional Title *Optional – text field*	
Is this an internal only posting?	⎯ Yes ⎯ No
Desired Posting Begin Date *(prefilled from initial screen)*	_____/ ___/ ____
Open Until Filled	⎯ Yes ⎯ No
If No, select closed date	_____/ ___/ _____
Would you like to post the salary provided? If you select Yes, either the FTE Salary single value or FTE Salary Range with text "Salary Commensurate with Experience" will display on the Careers @ MSU website. If you select No, only the text "Salary Commensurate with Experience" will display in the salary field of the Careers @ MSU website.	⎯ Yes ⎯ No

Posting Snapshot Text field – 400 character limit Displays on the Careers @ MSU website. Use this 2-3 sentence summary to pique the interest of applicants so they will click into the posting details and learn more about the applicant process.	
Position Summary Text field – no character limit	
Qualifications Text field – no character limit	
Department Statement Text field – no character limit	
Degree Requirements *(Optional, check only one)*	⟶ Doctorate ⟶ Masters ⟶ Bachelors ⟶ Other
Area of Study	
Desired Degree *(Optional, check only one)*	⟶ Doctorate ⟶ Masters ⟶ Bachelors ⟶ Other
Area of Study	
Physical Demands Do the duties of this position involve physical demanding work requiring lifting 50 pounds or more with frequent lifting and/or carrying of objects weighing 25 pounds or more? https://www.hr.msu.edu/ua/hiring/documents/HealthRiskPhysDemands.p df *If Yes, a summary of physical demands is required and basic formatting can be pasted into form.*	⟶ Yes ⟶ No
Health Risks *Do the duties of this position involve exposure to health risks?* *https://www.hr.msu.edu/ua/hiring/documents/HealthRiskPhysDemands.p df* *If Yes, a summary of health risks is required and basic formatting can be pasted into form.*	⟶ Yes ⟶ No

Selection Committee

(The form accepts no more than five committee members and a minimum of two members. If there are additional that need to be recorded, add them to the Attachments and Comments section below.)

Committee Info	Member #1	Member #2	Member #3	Member #4	Member #5
Chair*	⤙ Yes ⤙ No	⤙ Yes ⤙ No	⤙ Yes ⤙ No	⤙ Yes ⤙ No	⤙ Yes ⤙ No
User Type*	⤙ Employee ⤙ External	⤙ Employee ⤙ External	⤙ Employee ⤙ External	⤙ Employee ⤙ External	⤙ Employee ⤙ External

Committee Info	Member #1	Member #2	Member #3	Member #4	Member #5
Employee PERNR* *(or lookup by name)*					
External Last Name*					
External First Name*					
External Title *(optional)*					
External Email*					

Affirmative Action Advocate and Staffing Coordinator(s) (PERNR or name to lookup)

Question	Options
Affirmative Action Advocate	
Primary Staffing Coordinator	
Staffing Coordinator **Backup 1**	
Staffing Coordinator **Backup 2**	

Agency Access

Question	Options
Is this search being handled by a search firm?	⤙ Yes ⤙ No

*(if Yes, **Name of Search Firm*** firm is required)*

Advertising/Sourcing Options

(NOT USED FOR WAIVER HIRES)

Pure Michigan Job Portal, Inside Higher Ed, HERC

(See the Appendix for values for each website)

Applicant Tracking System

Work Location* *(Prefills to East Lansing, change as appropriate, see the Appendix for a full list of options)*

Full Time/Part Time *(Prefills based on prior responses and cannot be edited)*
⟶ 1/2 Time (50 to 64.9%)
⟶ 3/4 Time (65 to 89.9%)
⟶ Full Time (90 to 100%)
⟶ Part Time (1 to 49.9%)
Work Type *(Prefills based on prior values chosen, indicate additional as appropriate)*

⟶ Executive Management

⟶ Faculty/Academic Staff
⟶ MSU Extension
⟶ Support Staff

Employee Group *(Prefills based on job and enterprise structure, add as appropriate)*
⟶ Academic Management
⟶ Administrative Professionals- AP
⟶ Clerical Technical- CT
⟶ Continuing System Academic Staff
⟶ Executive Management
⟶ Extension Program Associate-EXPA
⟶ Fixed Term Academic Staff
⟶ Fixed Term Faculty
⟶ MSU Extension- EXPA
⟶ Nurses- NURS

⟶ Operating Engineers- 324
⟶ Police Officers-FOP/CCLP
⟶ Police Sergeants- FOPK
⟶ Professional Supervisory- APSA
⟶ Res Advisor- ASRA
⟶ Service Maintenance- 1585
⟶ Skilled Trades- 999
⟶ Stage Managers- 274
⟶ Tenure System Faculty

Area of Interest*
⟶ Administrative/Business/Pro
⟶ Advising/Counseling
⟶ Agriculture
⟶ Athletics/Recreation
⟶ Education/Training
⟶ Engineers/Architects
⟶ Financial/Accounting
⟶ Health Care Professional
⟶ Health Care Support
⟶ Human Resources
⟶ Information Technology
⟶ Labor/Service/Maintenance
⟶ Library/Museums/Archives
⟶ Office/Clerical Support
⟶ Operations Services
⟶ Police/Health and Safety
⟶ Power Plant Engineers
⟶ PR/Media/Graphics/Comm/...
⟶ Research/Scientific
⟶ Residential & Hospitality Services
⟶ Skilled Trades
⟶ Student Services/Student Affairs
⟶ Veterinary/Animal Care

Attachments and Comments

Have attachments ready to upload. Plain text can be pasted for comments.
Name and NetID of additional viewers for the job posting should be listed first in the comments. This is where you would attach your waiver approvals from Academic HR and the Office for Inclusion and Intercultural Initiatives, prior approval for multiple year appointments, etc.

Summary Form

PERNR # or lookup by name (optional)

Question	Option
Ad Hoc Approver 1	
Ad Hoc Approver 2	

Notes to the Staffing Coordinator

If there is information that the Staffing Coordinator or Fiscal Officer would like to communicate to the Unit Administrator in order to complete the form, or if there is information to be entered into the online form that wouldn't fit above, please record it here.

Notes

Appendices

[Pure Michigan Job Portal](#)

*(Choose only one **Career Category**, and one relevant **Career Type** under it)*

⌐ Agriculture, Natural Resources, Animal Careers
  ⌐ Agricultural Services and Supplies
  ⌐ Agricultural/Food Sciences & Engineering
  ⌐ Animal Breeding & Training
  ⌐ Animal Caretaking - Non Farm
  ⌐ Farming
  ⌐ Natural Science Management
  ⌐ Pest Control
  ⌐ Timber
  ⌐ Veterinary Assisting/Technology
  ⌐ Veterinary Medicine
  ⌐ Forestry and Conservation
  ⌐ Hand Harvesting
⌐ Arts, Entertainment, Music
  ⌐ Dance
  ⌐ Dramatic Arts (Theater/Film)
  ⌐ Entertainment Management
  ⌐ Fine Arts
  ⌐ Music
  ⌐ Musical Instrument Repair
  ⌐ Photography
  ⌐ Set & Exhibit Design
  ⌐ Recording Arts Technology
⌐ Automotive Technology
  ⌐ Diesel Engine Repair
  ⌐ Automobile Body Repair
  ⌐ Automobile Mechanics
  ⌐ Automotive Engineering
⌐ Communications, Marketing, Sales, Customer Service
  ⌐ Customer Service
  ⌐ Insurance Sales
  ⌐ Sales & Sales Representation
  ⌐ Sales Management
  ⌐ Sales, Distribution, & Marketing Operations
  ⌐ Technical And Business Writing
  ⌐ Advertising
  ⌐ Demonstration & Product Promotion
  ⌐ Journalism
  ⌐ Marketing/Marketing Management
  ⌐ Radio And Television Broadcasting Technology
  ⌐ Creative Writing
⌐ Community/Social, Family & Child Services

⌐ Child Care
⌐ Counseling
⌐ Religion
⌐ Social & Community Service Management
⌐ Social Service Assisting
⌐ Social Work
⌐ Construction, Real Estate, Utilities, Trades
  ⌐ Garden and Landscaping Services
  ⌐ General Construction
  ⌐ Heavy Equipment Repair
  ⌐ Landscape Architecture
  ⌐ Electrician
  ⌐ Helpers, Laborers & Material Movers
  ⌐ Utility Line Worker
  ⌐ Real Estate Agents/Brokering
  ⌐ Real Estate Appraisal
  ⌐ Aircraft Mechanics & Service
  ⌐ Agricultural Mechanics And Machinery Operators
  ⌐ Industrial Design
  ⌐ Masonry and Tile Setting
  ⌐ Mechanics/Constructive/Mining
  ⌐ Plumbing
  ⌐ Small Engine Repair
  ⌐ Surveying/Cartography
  ⌐ Welding/Soldering
  ⌐ Woodworking
  ⌐ Real Estate Management
  ⌐ Heating, Ventilation & Air Conditioning (HVAC) Services
  ⌐ Appliance/Equipment Repair
  ⌐ Architecture
  ⌐ Building Maintenance
  ⌐ Carpentry
  ⌐ Construction Equipment Operation
  ⌐ Construction Management
  ⌐ Drafting
⌐ Education & Training
  ⌐ Adult and Continuing Education
  ⌐ Educational Administration
  ⌐ Elementary Education
  ⌐ Instructional Design
  ⌐ Preschool Education

- Secondary and Vocational Education
- Special Education
- Teaching Assisting
- Post-Secondary Education
- Finance, Accounting, Insurance, Banking
- Financial Analysis
- Accounting And Financial management
- Actuarial Science
- Banking Support Services
- Bookkeeping
- Insurance
- Security Sales
- General Business & Administration
- Business Management And Administration
- Clerical & Administration
- Computer Operations & Data Entry
- Cost Estimation
- Economics/Market research
- Executive Management
- Human Resources Management
- Purchasing
- Secretarial
- Plant Management
- Executive Administrative Assisting
- Government, Public Administration
- Emergency Management
- Water and Waste Treatment
- Archival Science
- Library Assisting
- Library Science
- Public Administration
- Social Science
- Urban/Regional Planning
- Public Health Education And Promotion
- Health Science, Wellness
- Recreation & Fitness
- Recreational Therapy
- Respiratory Therapy
- Speech Pathology/Audiology
- Surgical Technology
- Optometry
- Orthotics/Prosthetics
- Pharmacy
- Pharmacy Support
- Physical Therapy

- Physical Therapy Assisting
- Physician Assisting
- Podiatry
- Psychiatric Assisting
- Psychology
- Dietetics/Nutrition
- Emergency Medical Attendants
- Health Diagnosis and Treatment
- Home Health Assisting
- LPN
- Massage Therapy
- Medical Assisting
- Medical Equipment Preparation & Healthcare Support
- Medical Equipment Repair
- Medical Laboratory Technology
- Medical Office Administration
- Medical Radiologic Technology
- Medical Records
- Medical Science
- Medical Services Management
- Medical Transcription
- Nurse Assisting
- Nursing
- Occupational Safety And Health
- Occupational Therapy
- Occupational Therapy Assisting
- Optical Dispensing
- Athletic Training
- Cardiology Technology
- Chiropractic
- Dental Assisting
- Dental Hygiene
- Dental Laboratory
- Dentistry
- Diagnostic Medical Sonography
- Home Assisting Management
- Phlebotomy
- Nuclear Medical Technology
- Hospitality, Tourism, Retail
- Meatcutting and Butchering
- Food Preparation & Service
- Retail Sales / Cashiers
- Amusement and Recreation Attendants
- Bartending
- Culinary

- Food Service and Lodging Management
- Casino Gaming
- Hospitality Services
- Housekeeping / Janitorial
- Parking Lot Attendant / Valet
- Travel Services
- Ushers, Lobby Attendants, and Ticket Takers
- Wait staff / Servers
— Information Technology
- Computer Analysts
- Computer Specialist & Support
- Mobile Application Development
- IT Project Management
- Computer and Information Systems Management
- Computer Programming / Software Development & Engineering
- Information Systems & Network Administration
- Animation, Interactive Technology, Video Graphics & Special Effects
- Architecture
- Database Administration
- Software Testing
- Web Administrator
- Video Gaming
— Law, Public Safety, Security
- Crossing Guard
- Emergency Management
- Fire Safety Law Enforcement
- Legal Assisting
- Legal Secretarial
- Legal Services
- Security Services
— Manufacturing, Design, Production
- Clothing Production
- Electromechanical Equipment/Instrument Prod/Repair
- Helpers, Laborers & Material Movers
- CNC Operation
- CHC Programming
- Commercial & Industrial Design
- Quality Control / Inspection
- Production Management/Line Supervision

- Industrial Machinery repair & Maintenance
- Industrial/Manufacturing Technology
- Leather Work, Shoemaking and Repair
- Line Supervision
- Machine Operators
- Metal Fabrication
- Metal/Plastic Machine Work
- Printing & Binding
- Printing Press Operation
- Production & Operators
- Tool and Die Making
- Upholstering
- Computer Aided Design/Computer Aided Manufacturing (CAD/CAM)
- Food Safety
- Graphic Design
- Food Processing/Production
- Fashion Design
— Science, Technology, Engineering, Math
- Petroleum Engineering
- Petroleum Technology
- Optical Technology
- Electrical/Electronic Technology
- Biology
- Computer Aided Engineering
- Micro-Biology
- Nuclear/Radiologic Technology
- Physics/Astronomy
- Industrial Engineering
- Aeronautical/Astronautical Engineering
- Aerospace Technology
- Atmospheric/Space Science
- Chemical Engineering
- Chemical Technology
- Chemistry
- Civil Engineering
- Civil Engineering Technology
- Earth Science
- Electrical/Electronic Engineering
- Materials Engineering
- Material Science
- Mathematics
- Mechanical Engineering
- Mechanical Engineering Technology
- Nuclear Engineering

- ⟶ Services – Misc.
  - ⌣ Barbering/Cosmetology
  - ⌣ Home Assisting
  - ⌣ Home Assisting Management
  - ⌣ Bicycle Repair
  - ⌣ Interpreter/Translator
  - ⌣ Interior Design
  - ⌣ Floral Design
- ⟶ Transportation, Logistics, Related Repair

- ⟶ Logistics
- ⟶ Flight Attending
- ⟶ Air Traffic Control
- ⟶ Airplane Piloting
- ⟶ Truck, Taxi, and Bus Driving
- ⟶ Rail Operations
- ⟶ Water Transportation
- ⟶ Marine Maintenance/Repair

Inside Higher Ed

Work Type* *(Choose only one)*
- ⌣ Full Time Staff
- ⌣ Online/Remote
- ⌣ Part Time Staff
- ⌣ Temporary/Contract Positions

Category* *(Choose only one and one relevant* **Sub Category*** *under it. Each category will have a unique listing of sub category options)*

- ⟶ Academic Advising
- ⟶ Admissions / Registrar
- ⟶ Agricultural Science / Extension
- ⟶ Anthropology / Archeology
- ⟶ Architecture
- ⟶ Assessment
- ⟶ Athletics
- ⟶ Biology/Life Sciences
- ⟶ Business
- ⟶ Business/Financial Management
- ⟶ Career/Vocational Fields
- ⟶ Chemistry/Biochemistry
- ⟶ Chief Executives/Executive Directors
- ⟶ Classics
- ⟶ Clerical/Administrative Support
- ⟶ Communication/Design/Media
- ⟶ Computer Science/Information Technology
- ⟶ Consultants/Businesses
- ⟶ Counseling
- ⟶ Criminal Justice
- ⟶ Curriculum Development
- ⟶ Deans
- ⟶ Department Chairs
- ⟶ Development/Funding Raising/Alumni Affairs
- ⟶ Diversity
- ⟶ Economics
- ⟶ Education
- ⟶ Engineering
- ⟶ English Literature and Composition

- ⟶ Environmental Sciences
- ⟶ Ethnic/Cultural/Gender Studies
- ⟶ Facilities/Auxiliary Services/Sustainability
- ⟶ Financial Aide
- ⟶ Fine and Performing Arts
- ⟶ Foundations
- ⟶ Geography
- ⟶ Government Agencies
- ⟶ Graduate Education
- ⟶ Grants/Research Administration
- ⟶ Health Professions
- ⟶ Health Services/Medical
- ⟶ High Schools
- ⟶ History
- ⟶ Human Resources
- ⟶ Information System/Technology
- ⟶ Institutional Research
- ⟶ Instructional Technology/Distance Education
- ⟶ International Programs
- ⟶ Kinesiology/Physical Education
- ⟶ Languages
- ⟶ Law
- ⟶ Legal Affairs
- ⟶ Librarians
- ⟶ Library Sciences
- ⟶ Linguistics
- ⟶ Literary and Cultural Organizations
- ⟶ Lobbying Groups

- ˪ Marketing/Public Relations/Government Relations
- ˪ Mathematics
- ˪ Museums
- ˪ Non-profit Organizations/Associations
- ˪ Philosophy
- ˪ Physical Sciences
- ˪ Political Science
- ˪ Presidents/Chancellors
- ˪ Program Administration
- ˪ Provosts/Vice Presidents
- ˪ Psychology
- ˪ Service
- ˪ Public Administration
- ˪ Public Policy
- ˪ Publishers
- ˪ Publishing
- ˪ Religion
- ˪ Research Staff/Postdocs
- ˪ Residence Life
- ˪ Safety and Security
- ˪ Social Work
- ˪ Sociology/Behavioral Studies
- ˪ Student Activities
- ˪ Student

HERC

*(Choose only one **Category***, and one relevant **Sub Category*** under it)*

⟶ Academic/Faculty
- ⟶ Academic/Faculty
- ⟶ Agricultural Sciences
- ⟶ Allied Health
- ⟶ Alternative/Complementary Medicine
- ⟶ Architecture/Preservation/Planning
- ⟶ Arts/Humanities
- ⟶ Aviation
- ⟶ Biological/Biomedical Sciences
- ⟶ Business/finance
- ⟶ Communications/Journalism
- ⟶ Computer/Information Sciences
- ⟶ Criminal Justice
- ⟶ Dentistry
- ⟶ Education
- ⟶ Engineering
- ⟶ Environmental Sciences/Natural Resources
- ⟶ Healthcare Administration
- ⟶ Interdisciplinary
- ⟶ International Affairs/Studies
- ⟶ Legal Studies
- ⟶ Library/Information Sciences
- ⟶ Mathematics/Statistics
- ⟶ Medical – Clinical
- ⟶ Medical – Research
- ⟶ Medical Imaging
- ⟶ Military studies/Affairs
- ⟶ Nursing
- ⟶ Online/Distance
- ⟶ Other – Academic/Faculty
- ⟶ Performing Arts
- ⟶ Pharmaceutical Sciences
- ⟶ Public Health
- ⟶ Public Policy/Public Administration
- ⟶ Social/Behavioral Sciences
- ⟶ Theological Studies
- ⟶ Veterinary Medicine
- ⟶ Vocational/Technical Education

Careers Website

Location

- ⟶ Adrian
- ⟶ Alcona
- ⟶ Alger
- ⟶ Allegan
- ⟶ Alma
- ⟶ Alpena
- ⟶ Ann Arbor
- ⟶ Antrim
- ⟶ Arenac
- ⟶ Atlanta
- ⟶ Augusta
- ⟶ Bad Axe
- ⟶ Baldwin
- ⟶ Barraga
- ⟶ Barry
- ⟶ Bay
- ⟶ Bay City
- ⟶ Bellaire
- ⟶ Benton Harbor
- ⟶ Benzie

- ⟶ Berkeley
- ⟶ Berrien
- ⟶ Bessemer
- ⟶ Beulah
- ⟶ Big Rapids
- ⟶ Boyne City
- ⟶ Branch
- ⟶ Brimley
- ⟶ Cadillac
- ⟶ Calhoun
- ⟶ Caro
- ⟶ Cass
- ⟶ Cassopolis
- ⟶ Centreville
- ⟶ Charlevoix
- ⟶ Charlotte
- ⟶ Chatham
- ⟶ Cheboygan
- ⟶ Chippewa
- ⟶ Clare

- ⟶ Clarksville
- ⟶ Clinton
- ⟶ Clinton Township
- ⟶ Coldwater
- ⟶ Corunna
- ⟶ Crawford
- ⟶ Crystal Falls
- ⟶ Dearborn
- ⟶ Decatur
- ⟶ Delta
- ⟶ Detroit
- ⟶ Detroit Medical Center
- ⟶ Dickinson
- ⟶ East Lansing
- ⟶ Eaton
- ⟶ Emmet
- ⟶ Escanaba
- ⟶ Fennville
- ⟶ Flint

- ⟶ Flint - Clinical
- ⟶ Frankenmuth
- ⟶ Fremont
- ⟶ Gaylord
- ⟶ Genesee
- ⟶ Gladwin
- ⟶ Gogebic
- ⟶ Gould City
- ⟶ Grand Rapids
- ⟶ Grand Rapids - Clinical
- ⟶ Grand Rapids Medical Center
- ⟶ Grand Traverse
- ⟶ Gratiot
- ⟶ Grayling
- ⟶ Hancock
- ⟶ Harbor Springs
- ⟶ Harrison
- ⟶ Harrisville

— Hart
— Haslett
— Hastings
— Hickory Corners
— Hillsdale
— Holland
— Holt
— Houghton
— Howell
— Huron
— In State
— Ingham
— Ionia
— Iosco
— Iron
— Isabella
— Ithaca
— Jackson
— Kalamazoo
— Kalamazoo - Clinical
— Kalkaska
— Kent
— Keweenaw
— Laingsburg
— Lake
— Lake City
— Lakeview
— Lanse
— Lansing
— Lansing - Clinical
— Lapeer
— Leelanau
— Lenawee
— Livingston
— Luce
— MAC University Center
— Mackinac
— Macomb
— Manistee
— Manistique
— Marquette
— Marshall
— Mason
— Mecosta
— Menominee

— Midland
— Midland - Clinical Location
— Millersburg
— Mio
— Missaukee
— Monroe
— Montcalm
— Montmorency
— Mount Pleasant
— Munising
— Muskegon
— Nazareth
— Negaunee
— Newaygo
— Newberry
— Norway
— Novi
— Oakland
— Oceana
— Ogemaw
— Okemos
— Ontonagon
— Osceola
— Oscoda
— Otsego
— Ottawa
— Out of Country
— Out of State
— Paw Paw
— Pontiac
— Port Huron
— Presque Isle
— Reed City
— Rogers City
— Roscommon
— Saginaw
— Saginaw - Clinical
— Saint Ignace
— Saint Johns
— Saint Joseph
— Sandusky
— Sanilac
— Sault Sainte Marie
— Schoolcraft
— Scottville

— Shiawassee
— Southfield
— Southgate
— St. Clair
— St. Joseph
— Standish
— Stanton
— Stephenson
— Suttons Bay
— Tawas City
— Tipton
— Traverse City
— Traverse City - Clinical Location
— Troy
— Tuscola
— Tustin
— Upper Peninsula - Clinical
— Van Buren
— Warren
— Washington
— Washtenaw
— Wayne
— West Branch
— West Olive
— Wexford