

Job Posting of Administrative and Staff Positions

Policy Statement

Administrative and staff position openings at Marywood University remain posted for at least three working days.

Applications are accepted for posted job openings only. They are received in writing and are kept on file for one year from the initial date on the form.

Procedures

Job openings for regular full-time and regular part-time administrative and staff positions are posted throughout the University and on the University's website. Professional staff positions may also be advertised in newspapers, appropriate trade journals, and with college career services offices.

Related Policies

Search Committee Procedures and Affirmative Action
Employment Classifications
Introductory Period of Employment
Transferring to Another Department

History of Job Posting of Administrative and Staff Positions

07/01/91 - Reaffirmed with publication of the *Personnel Manual*
12/01/92 - Revised to limit acceptance of applications to posted positions only
02/01/93 - Notice of revision published in the *President's Memo*
01/16/06 – Review and updating approved by the President of the University, including change of title from Job Posting of Non-faculty Positions to Job Posting of Administrative and Staff Positions

MARYWOOD UNIVERSITY
POLICIES AND PROCEDURES MANUAL