



Request To Post a Job

- Full Time Part Time Permanent
 Internal Only Posting Internal + External Posting

Title:	Supervisor:
Classification:	Level:
Building & Room:	New positions or Replacement for (name):
Account #:	Sub Account #:
Proposed Salary Range:	Proposed Posting Date:
End Dated (Indicate duration):	Today's Date:
If position is a supervisory role, who are the direct reports?	

Posting Requirements

Posting Duration (3 -15 days for support staff and 15 days-until filled for Fac/Acad staff):

Job Summary, Responsibilities, Required and Desired Experiences (Can Be Attached)

MSU Classifications (for reference): <https://jobclassifications.hr.msu.edu/application/jobClassificationSearch.jsf>
 The posting snapshot is a one to two sentence summary that will appear on the main page of the Career@MSU website.

Posting Snapshot: (only 400 characters)

The Pharmacology and Toxicology Department at Michigan State University (MSU) is seeking to fill the position of _____. At the Department of Pharmacology and Toxicology at MSU, we recognize that our people shape our current work environment and drive future successes.

Job Summary:

Required Experience, Skill, Certification, etc. (Education level is standard based on job level):

Desired Education/Experience:

Primary Responsibilities with Percentage Allocated (must equal 100%):

If this this position requires Physical Demands (lifting, pushing, pulling, carrying or climbing) and/or Health Risks (exposure to human blood, serum, tissue, other body fluids, lead chemotherapy, formaldehyde. Etc.:.) as part of carrying out responsibilities complete the Exposure to Health Risks/Physical Demands Form.

<https://www.hr.msu.edu/ua/hiring/documents/HealthRiskPhysDemands.pdf>

Required Application Materials (i.e., Resume, cover letter, writing sample, certifications, license):

Special Instructions to Applicant (i.e., Provide 3 references knowledgeable of your work):

Search Chair (RECOMMENDED- typically the hiring manager/supervisor):

Interview Members (does not need to be identified at time of posting but recommended):