



Request To Post a Job

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

Org:	<input type="checkbox"/> COM	<input type="checkbox"/> CHM	<input type="checkbox"/> CVM
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:

Education: Indicate the minimum level of education generally necessary to effectively handle the position's essential functions. *Check only one educational level.*

Required	Preferred	Degree	Field of Study
		High school diploma or GED	
		Vocational or technical training	
		Associate's degree, or vocational or technical school degree	
		Bachelor's degree	
		Master's degree	
		Doctoral degree	

Additional information (such as licensure, certifications, valid Driver's License, etc.):

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

Desired Education/Experience:

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

Health Risks/Physical Demands; Indicate the typical health risks/physical demands required to effectively handle the Position responsibilities and their frequency.

Reference the Health Risk/Physical Demands form if needed;
<https://hr.msu.edu/ua/hiring/documents/HealthRiskPhysDemands.pdf>

		Often	Sometimes	Rarely
	Exposure to blood, tissue and other fluids			
	Work with animals or unfixed animal tissue.			
	Wear a respirator			
	Other:			
Physical Demands	Heavy lifting, carrying, etc			
	Extensive standing, walking, etc			
	Other:			

Additional Information: Please describe as clearly and concisely as possible any additional information that would be important to fully understand the role, responsibilities, nature and scope of the position.

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

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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):