

January 29, 1998

MEMORANDUM

TO: Community College Presidents

FROM: H. Martin Lancaster

SUBJECT: Job Vacancy Announcement

One of the services that the System Office makes available to you is posting vacancy announcements on our Web Page and printing the notices in the bimonthly list of vacancies. This service is free and provides another means to attract qualified applicants from across the state and the nation.

I encourage you to have your personnel officers to send vacancy notices by the 10th and 25th of each month for publication on the 15th and 1st of each month. To facilitate the transmission of the vacancy notices, your personnel offices may use an electronic form. David Britt, Human Resources Assistant, will E-mail the form along with instructions to your personnel office.

Our goal is to recruit, hire, and retain highly qualified faculty and staff who reflect the diversity of our population. I urge you to help me reach this goal in whatever way you can. Your support will be appreciated.

HML/BR/db

c: Ms. Rosalyn Comfort

CC-98-036  
Paper Copy