



Supplemental Advertising Request Form

Position/Job Title: _____ Job ID No.: _____

Check One: District Irvine Valley College Saddleback College ATEP

Academic Administrator Faculty: Full-time Classified Staff Non-Bargaining
 Classified Leadership Part-time POA

Department/Division/Operating Unit: _____

Job Announcement: Opening Date: _____ Closing Date: _____

Requested by: _____ Tel No. _____

Standard Advertising

Standard Advertising is provided at no additional cost to the Division/Department:

All positions will be posted on: SOCCCD Website, Cable TV Ch. 39 (SC) or Ch. 33 (IVC), the HR Job Line, The CCC Registry, Community College Times and Monster.

In addition, advertisements will be posted in the following:

Academic Administrator positions: ACCCA, HigherEdJobs.com, the Chronicle of Higher Ed, Community College Week

Classified Leadership & Classified Staff positions: CASBO

Full-time Faculty positions: HigherEdJobs.com, Chronicle of Higher Ed, Academic Careers Online, Community College Week

POA positions: LawEnforcementJobs.com

Supplemental Advertising

Supplemental Advertising costs are charged to the Division/Department

	Run Date(s)/Cost <small>(Completed by HR)</small>	Run Date(s)/Cost <small>(Completed by HR)</small>
<input type="checkbox"/> Academic Employer Network	_____	<input type="checkbox"/> IMDIVERSITY.com
<input type="checkbox"/> Asian Pacific Careers	_____	<input type="checkbox"/> Jobs Available
<input type="checkbox"/> Black Careers Now	_____	<input type="checkbox"/> JobLine.com
<input type="checkbox"/> CCC Job Bank Newsletter	_____	<input type="checkbox"/> LA Times (OC Edition)
<input type="checkbox"/> Chem-News	_____	<input type="checkbox"/> Nurseweek.com
<input type="checkbox"/> Community College Times	_____	<input type="checkbox"/> Orange County Register
<input type="checkbox"/> Ed Joins	_____	<input type="checkbox"/> Pennysaver
<input type="checkbox"/> Ed Net	_____	<input type="checkbox"/> San Diego Tribune
<input type="checkbox"/> Hispanic Outlook	_____	<input type="checkbox"/> Wall Street Journal.com
<input type="checkbox"/> Other (please specify): _____		

Total Supplemental Advertising (completed by HR): \$ _____ (estimate)

APPROVAL is REQUIRED for ALL Supplemental Advertising Requests

Account Code for Billing (required): _____

_____	_____	_____
Div/Dept. Dean or Director	Signature	Date
_____	_____	_____
Director of Fiscal Services	Signature	Date

Vice President/President or Vice Chancellor

Signature

Date