



# 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"/> <b>Other (please specify):</b> _____		

**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