

# Instructions for completing a Request for Vacancy Listing

## 1) Job Postings

- a) Per ASUCD bylaws, all positions must be posted for at least one (1) week. Controller positions must be posted for two (2) weeks.
- b) Please include a concise job description for recruiting purposes.
- c) Previous postings are available for reference and can be used for new posting – please request if needed. If you do not use previous postings, provide the previous vacancy listing number in appropriate field.
- d) Refer to budget for approved position titles, payrates, and start & end dates (refer to Budget “weeks” column to determine start & end dates).

## 2) Final Filing date should be a Thursday unless special arrangements were arranged (Student Government Positions can close on Wednesdays).

- a) Applications will be available after 10 A.M. on the day following the final filing date.
- b) All unit director positions must be picked up by the ASUCD President, Vice President, or Controller.

## 3) Stipend Positions – Please reference the budget for the following information.

- a) Position Title
- b) Pay Rate
- c) Start & End Dates

## 4) Unpaid Positions

- a) Will be posted as volunteer positions
- b) Must be monitored / overseen by a UC Davis Professor to be considered an internship.

## 5) Working Hours cannot exceed 19.5 hours / week.

## 6) Please complete electronically.

## 7) Please sign and date form.

**\* If you have any questions, please do not hesitate to ask the Payroll / \*  
Personnel Coordinator in the Student Services Office**



ASUCD Student Services Office  
347 Memorial Union, UC Davis  
530-752-1990 | [personnel@asucd.ucdavis.edu](mailto:personnel@asucd.ucdavis.edu)

# Request for Vacancy Listing

Position Requested: \_\_\_\_\_

Activity / Unit Name: \_\_\_\_\_

Working Hours: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

Start Date: \_\_\_\_\_ To: \_\_\_\_\_ Apply By Date: \_\_\_\_\_

Check if Vacancy Must or Will Include: ☐ Resume ☐ Work Study ☐ Stipend

Complete the following below OR use prior vacancy listing #: \_\_\_\_\_

Purpose of Position:

Duties and Responsibilities:

Skills and Requirements:

Contact Person: \_\_\_\_\_

Contact Position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Check to receive applications via email provided above once vacancy closes: ☐

Activity Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ASUCD Business Manager: \_\_\_\_\_ Date: \_\_\_\_\_

