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# Southeastern Louisiana University

## Vacancy Announcements

### **Faculty Handbook**

*Part II: General University Employment*

*Section R. Vacancy Announcements*

### **Classified Employee Handbook**

*Part II: General University Employment*

*Section R. Vacancy Announcements*

### **Unclassified Employee Handbook**

*Part II: General University Employment*

*Section R. Vacancy Announcements*

### **Graduate Assistant Handbook**

*Part II: General University Employment*

*Section R. Vacancy Announcements*

### **Resident Assistant Handbook**

*Part II: General University Employment*

*Section R. Vacancy Announcements*

### **Student Worker Handbook**

*Part II: General University Employment*

*Section R. Vacancy Announcements*

Southeastern Louisiana University believes in promoting employees from within when applicable and has established a job-posting program to give all employees an opportunity to apply for positions that they are interested in and qualify for. In order to be eligible to apply for a posted position, employees must meet the minimum hiring specifications for the position, be capable of performing the essential functions of the job with or without a reasonable accommodation, be an employee in good standing in terms of overall work record, and generally have been in their present position for a minimum of six months.

As a matter of courtesy, employees should notify their supervisor when submitting an application for a posted position. Supervisors of employees who are a finalist for the position will be notified prior to completion of the application process, for among other things, a recommendation.

### **Classified Employee, Unclassified Employee, Faculty Positions**

University job vacancy notices are posted on Southeastern's Human Resources website at: <http://www.selu.edu/admin/hr/vacancies/index.html>.

Employees are responsible for monitoring job vacancy notices and submitting the appropriate applications and forms during the posting period. Applicants must include the job order number for the position being applied for in addition to submitting all required documents listed in the job vacancy notice in order to be considered. In addition, some classified positions will also be posted on the Civil Service Job Search website at

<http://www.dscs.state.la.us/asp/csJobSearch/Search/jobs.htm>.

**Graduate Assistant Positions**

Graduate Assistant vacancies are posted on the bulletin board outside the Office of the Graduate School. Graduate students should contact the department/office with the job vacancy in order to be considered for the position.

**Student Worker Positions**

University departments/offices notify Southeastern's Work-Study Office of any student worker vacancies. Students may visit the Work-Study Office, located on North Campus in the Admissions building, and review the list of vacancies. Students should contact the department/office with the job vacancy in order to be considered for the position.