



NCSSSMST Job Bank Procedures

GENERAL INFORMATION:

- This service is open to all institutional, affiliate, and associate members at no additional cost.
- Organizations that align with the NCSSSMST mission but who are not members may post ads at a small nominal cost.

REGISTERING:

- The director of each school participating designates one or more school employees to be the "school contact(s)." Only job openings submitted by designated contacts will be considered legitimate. The contacts might be the director, head of personnel, a staff member in human services, and/or a teacher.
- For a school to register this form must be signed by the director, and the names of all contact persons listed. It is the school's responsibility to inform the job bank manager of any personnel changes.
- These school contacts must also register by e-mailing the job bank manager all pertinent information, including his/her e-mail, phone number, fax, mailing address, and title.

SUBMITTING:

- To submit a job opening, contact the job bank manager by e-mail at the following address:
jobbank@ncsssmst.org
- All submissions must include the following information:
 - a) Position (e.g. Physics Instructor, Resident Life Coordinator, Secretary, etc.)
 - b) School name (e.g. The South Carolina Governor's School for Science and Mathematics)
 - c) E-mail contact (this does not need to be, but may be, the "school contact" person)
 - d) Deadline (If "open until filled," an expected appointment date must be included)
 - e) A short description (approximately 100 words or fewer) and/or a web link where more information may be found. The later is preferred.
 - f) Phone number for use of job bank manager; not for public dissemination
- Please include all information in the **TEXT** of the e-mail. Do **NOT** use attachments.
- These positions will be compiled and sent to the NCSSSMST listserv and posted on the NCSSSMST web site periodically. Announcements are listed by order of submission.
- Once an open position is filled, the school contact must inform the job bank manager immediately. The posting will be deleted on the web page at the next update.
- Posts three months old will be deleted at the job bank manager's discretion. If the job is still open the job bank manager must be notified, and the posting will remain. The deadline may be changed.
- Note that job openings may include, but are not limited to, instructors, administrative positions, resident life staff, and support staff.

AGREEMENT:

- Submission of a job announcement represents an agreement between the submitting school and the NCSSSMST Board of Directors that the Board will make every effort to post the material promptly and correctly, but the Board accepts no legal or financial responsibility for any mistakes that may arise.
- Report any necessary changes or updates to the job bank manager.
- To join contact <<jobbank@ncsssmst.org>> for information on where to mail this form.

School: _____

Director: _____ (print)

Signature: _____

Date: _____

Contact Person(s): _____
