

X-28 Listing of Employment Opportunities at NSU

**NORTHWESTERN STATE UNIVERSITY
Listing of Employment Opportunities at NSU**

I. Purpose and Scope: This procedure outlines the method for listing Northwestern State University's employment opportunities.

II. Reference: Louisiana Department of Labor "LOUISIANA WORKS," Department of Civil Service LA Careers "Job Seekers".

Louisiana Works is an online job seeker/workforce services system, accessed as a web site on the Internet or an Intranet at a One Stop Center. This site was specifically designed for job seekers, students, case managers, employers, training providers, workforce professionals, and others seeking benefits and services. Louisiana Works provides fast access to a complete set of employment tools in one web site.

The Department of Civil Service LA Careers "Job Seekers" is Louisiana's Internet search engine for classified and unclassified State Vacancies, NSU Unclassified job vacancies are also posted here. These postings are open to application for a limited time period, usually five to ten days.

III. Responsible Area: For Classified Positions – Business Affairs-Human Resource

For Unclassified Positions – Business Affairs-Human Resources, Academics-Applicable Dean, Non-Academic-Applicable V.P.

IV. Procedure:

Unclassified Academic Positions

Budget Unit Head

1. Receives approved Request to Advertise. Sends approved paperwork to the Respective Academic Dean's Administrative Assistant to be entered in to the Department of Labor "LOUISIANA WORK" web site. (Academic Dean's Administrative Assistant will be trained by Department of Labor personnel on how to enter job announcements).

Human Resources

2. Advertise position on Civil Service LA Careers website for "Job Seekers".

Unclassified Non-Academic Positions

Budget Unit Head

1. Receives approved Request to Advertise. Sends approved paperwork to the Budget Unit Heads Vice President to be entered into the Department of Labor "LOUISIANA WORKS" web site. (Non-Academic Vice President's Executive Services Assistants will be trained by Department of Labor personnel on how to enter job announcements).

Human Resources

2. Advertise position on Civil Service LA Careers website for "Job Seekers".

All Classified Personnel

Human Resources

1. The Business Affairs-Human Resource Section receives copy of approved Request for Approval to Fill Classified Position. Human Resource Personnel will enter all approved Request for Approval to Fill Classified Positions on the Department of Civil Services LA Career "Job Search" website.