



**SKILLS BUILDING INCENTIVE PROGRAM  
ANNOUNCEMENT OF JOB OPENING**

DATE: \_\_\_\_\_

**On-Campus**

**Off-Campus**

POSITION: \_\_\_\_\_

AREA: \_\_\_\_\_

LOCATION/EMPLOYER: \_\_\_\_\_

WORKSITE SUPERVISOR: \_\_\_\_\_

JOB DESCRIPTION:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CRITERIA FOR SELECTION:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICATION DUE TO SKILLS BUILDING PROGRAM COORDINATOR ON: \_\_\_\_\_

\_\_\_\_\_  
Facility Director Approval

\_\_\_\_\_  
Date

Original to: Skills Building Program Coordinator

Copies to: Worksite Supervisor  
Housing Units  
School Areas