

To: Search Committee Chair

From: Paul Wildenborg
Director - Payroll & Benefits

Saint Mary's University of Minnesota posts all employment openings on its website. Before advertising an opening elsewhere, please submit your opening to"

<http://www.smumn.edu/sitepages/pid633.php>.

Use the following information to access the site:

Used ID: job
Password: forward

After you have completed the form, click the "submit" button to send the information. It will be reviewed by the EEO Office and the Business Office before being posted. You will be contacted if there are any questions about your posting.

It is **EXTREMELY IMPORTANT** to notify me when the position is filled or if changes are made to the posting. If the postings are not current or accurate, the university would present a poor image to potential employees.

When advertising positions, please include the university's "jobs" website:

www.smumn.edu/jobs.

If you have any questions, please feel free to contact me.