

Requesting Office: _____ Date: _____

Position Title: _____ No. Required: _____

Check: New Position Regular (Permanent) Full-Time
 Replacement Temporary Part-Time (_____ %)
 Replaces Whom? _____

Suggested Wage/Salary (Min-Max) \$ _____ Funds Source/Account # and Approval _____

If new position, Financial Approval _____ Dept. Head _____

EDUCATION REQUIRED:

DESIRED:

EXPERIENCE REQUIRED:

DESIRED:

Briefly Describe Duties And Responsibilities:

Signature Of Requisitioner	Human Resources Approval
Internal Approval, As Appropriate	Affirmative Action Approval
Internal Approval, As Appropriate	Chief Operating Officer Approval

Human Resources and Services Use Only, Please:

HRIS Title: _____ Title Code: _____

Sal Level: _____ Min Sal/Wage: _____ Max Sal/Wage: _____

Category: Faculty Staff Exempt Staff Non-Exempt Student

Date Opened: _____ Database Date Closed: _____ Database

Budgeted? (Y/N) _____ Advertising Needed? (Y/N) _____

Advertising Location And Media: _____

Remarks: _____ EEO Cat: _____