| College of Agriculture, Human & Natural SciencesPosition Request Form 2013 |
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| **Position Information** |
| Position Title: |
| Department: | Position Number: | Job Type: Perm or Temp |
| Minimum Qualifications:  |
| Job Description:  |
| Working Hours: |
| Hours per Week: | Campus:  |
| Evaluating Supervisor: |
| Contact Person: | Phone:  |
| Effective Date/Date New Hire Needed: |
| Previous Employee in Position: |
| Fiscal (12mo): Y or N | Academic (9mo): Y or N |
| **Object Code**🞎 61100: Executive/Administrative/Managerial 🞎 61200: Faculty🞎 61300: Clerical/Secretarial/Technical/Paraprofessional/Skilled Crafts🞎 61300: Service Maintenance🞎 61600: Professional (Non-faculty) |
|  **Documents that MUST be attached by the applicant (Required Documents)** 🞎 Resume  🞎 Cover Letter  🞎 Other Document  🞎 Curriculum Vitae  🞎 Letter of Intent  🞎 Transcript 1  🞎 Transcript 2  🞎 Transcript 3  🞎 List of References  🞎 Statement of Resource Ideas: |
| Advertised Salary: | Student Acceptable: Y or N |
| Advertising Sources (provided complete information):  |
| **Direct Contact Efforts for other race applicants** | Date Contacted: |
| Name to be contacted:  | Type of Contact: | Person making Contact: |
| **Funding** |
| Percentage of Position Funded: |
| If grant funded, funding begins: | If grant funded, funded until: | PI: |
| **Accounts** |
| Fund: | Org: | Program: % |
| Fund:  | Org: | Program: % |
| Fund:  | Org: | Program: % |
|  |
| **Search Committee** |
| **Name** | **Race** | **Gender** | **Position Title** |
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 **APPROVALS:**

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Requestor Date

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Department Head Date

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Associate Dean Date

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Business Office Director Date

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 Dean Date