

Open Position Request

Department: _____

Today's Date: _____

Contact Person: _____

Phone Number: _____

POSITION INFORMATION

Position Title: _____

Replacement for: _____

Acct # _____ Org # _____

(Information to be provided by VPFS)

Approved _____

(Signature of VPFS required on all OPRs)

Supervisor: _____

Category: Faculty _____ Full-time Staff _____ Part-time Staff _____ #hrs per week _____

Work Hours: 8:00 – 4:30 _____ Other: _____

JOB DUTIES (Please list four job duties that rank as most important, most time spent, etc.)

1. _____
2. _____
3. _____
4. _____

Desired Start Date: _____ Salary or Wage: _____

Work environment: Office: _____ Outdoors: _____ Physical Requirements: _____

EDUCATION/EXPERIENCE

Education: _____

Certificates: _____

Work Experience: _____

INTERVIEW COMMITTEE (Interviews projected to begin _____)

RECRUITING/ADVERTISING

CSC web-site _____ Internal Posting Only _____ Internal Candidate _____

If advertising, please consult with Director of Human Resources for amount(s):

Muskogee Phoenix: \$ _____ Tulsa World: \$ _____

Other newspaper(s): _____ \$ _____

Professional Organization(s): _____ \$ _____

Authorized by: _____

Dept. VP: _____ President _____