

# OPEN POSITION REQUEST

Department \_\_\_\_\_ Today's date \_\_\_\_\_

Contact person \_\_\_\_\_ Contact # \_\_\_\_\_

## **POSITION INFORMATION:**

Position title \_\_\_\_\_ Replacement for \_\_\_\_\_

Supervisor \_\_\_\_\_

Category: Faculty; \_\_\_\_\_ Full-time staff; \_\_\_\_\_ Part-time staff # hrs per week approx \_\_\_\_\_

Work hours: 8 to 4:30 \_\_\_\_\_ Other: \_\_\_\_\_

Primary location: Warner \_\_\_\_\_ Port \_\_\_\_\_ 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 REQUIRED:**

Education \_\_\_\_\_

Certificates \_\_\_\_\_

Work experience \_\_\_\_\_

## **INTERVIEW COMMITTEE:** (Interviews projected to begin \_\_\_\_\_)

\_\_\_\_\_  
\_\_\_\_\_

## **RECRUITING/ADVERTISING:**

CSC web-site \_\_\_\_\_ Internal posting only \_\_\_\_\_ Internal candidate \_\_\_\_\_

If advertising external, please consult with Director of Human Resources for amount(s) or consult with your supervisor for approved budget items.

Acct # \_\_\_\_\_ Org # \_\_\_\_\_

(Information to be provided by VP Fiscal Services)

Approved \_\_\_\_\_

(Signature of VPFS required on ALL OPRs)

Authorized by:

Dept. VP \_\_\_\_\_

President \_\_\_\_\_