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Department: _____ Date: _____

Position Location: Building: _____ Room Number: _____

Position Title: _____ Account No: _____

Budget Position Number: _____ F.T.E.: _____

Regular: _____ Temporary: _____ Full-time: _____ Part-time: _____

Desired Effective Date: _____ If Temporary, Ending Date: _____

Working Hours: _____ Working Days: _____

Please describe briefly the essential functions of the position: _____

Other duties and responsibilities: _____

Please identify the specific minimum qualifications required for the position: _____

Applicants will be interviewed by _____ who is located at
Building _____ Room Number _____
and whose telephone no. is _____, and fax no. is _____.

APPROVALS

Dean, Director or Department Head

Date

Vice President, Dean or Administrator

Date