

Request to Post a Position

Date: _____ **Current Position**_____ **New Position**_____

Position Title: _____

Supervisor: _____

Department Name: _____

Account No.: _____

Please indicate the salary/salary range: _____

Justification: _____

Name of employee being replaced: _____

Approvals:

Division Vice President _____
Date

Director of Human Resources _____
Date

Vice President for Administrative & Financial Affairs _____
Date

Please attach current or new job description.