



## Position Requisition - Temporary

Position Title: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Campus Location: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Hourly Rate: \_\_\_\_\_

# Hours per Week: \_\_\_\_\_ # Weeks: \_\_\_\_\_ # Maximum Hours: \_\_\_\_\_ Salary Cost\*: \_\_\_\_\_  
\* A minimum of 9% will be added for tax/benefit cost.

Funding Source:  General  Categorical  Grant  Auxiliary Other (specify): \_\_\_\_\_

<i>Human Resources Use Only</i>	
Requisition #:	_____
Position Code:	_____
	_____

<b>Budget Information</b>	
_____	Percent: _____
_____	Percent: _____
_____	Percent: _____
Permanent Staff Savings: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Budget Available: <input type="checkbox"/> Yes <input type="checkbox"/> No	Budget Technician Approval: _____ Date: _____

Is this position funded by a restricted program?  Yes  No

If yes, name of the program: \_\_\_\_\_

Justification for requested position: *(Be specific and answer the following questions)*

- Discuss how this position improves student success?  
*EMP Goal 6.1 Center success for all students as the goal that shapes and drives our efforts across all roles and all areas of the college.*
- Is this position for Special Projects?
- Does this position require expertise that is not available among current staff?
- Discuss how this position is critical to the Mission.
- What will your department/division do if the position is not funded?
- What are alternative solutions for the position?

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Supervising Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

President Approval Signature: _____	Approval Date: _____
Comments:	