

## JOB REQUISITION

### STEP 1: For Department Use

Name of Department:  Campus: \_\_\_\_\_

Position Title:

Reason for Opening: \_\_\_\_\_

- New Position  
 Vacancy Replacing: \_\_\_\_\_

Type of Employment: \_\_\_\_\_

- Regular OR  Temporary If temporary, # of months? 


  
 Full-Time OR  Part-Time If part-time, # hours per week? 


- 10-month Faculty       12-month Faculty       Staff       Student

Grant Based Name of Grant:

Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

### STEP 2: FOR BUDGET USE ONLY

Department ID _____	Position # _____
Payroll Distribution Number _____	Account: _____
Staff Position Pay Grade _____	Staff Minimum Salary \$ _____
Faculty Minimum Salary with Master's \$ _____	Faculty Minimum Salary with Doctorate \$ _____
Budget Office Approval _____ Date: _____	

### STEP 3: Approvals

MGR/SUPV _____	Signature _____	Date _____
Dean/Dir _____	Signature _____	Date _____
AVP/VP/Provost _____	Signature _____	Date _____
Budget Office _____	Signature _____	Date _____
EVP Finance _____	Signature _____	Date _____
President _____	Signature _____	Date _____

*(President's signature required only for faculty, director level and above positions)*

**Comments:**

## STEP 4: Posting/Advertising

Justification Statement:

*Justification should address the level of current staffing and the impact of not adding or replacing this position. Also, include how this position fits into the MGA organization and whether the resources are available on another campus.*

A job description. (**For faculty positions only**, also attach a *Demonstration of Needs Form*.)

### Advertising/Posting Information:

<input type="checkbox"/> External Recruitment	<input type="checkbox"/> Campus/Website	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Professional Journal/Website _____
<input type="checkbox"/> Internal Recruitment	<input type="checkbox"/> Professional Magazine	<input type="checkbox"/> InsideMGA	<input type="checkbox"/> Other _____

*NOTE: All positions, Internal and External are posted on the MGA Website.*

### HR Use Only:

Entered By: \_\_\_\_\_ Position Filled By: \_\_\_\_\_ Start Date: \_\_\_\_\_