

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?

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☐ Full-Time

OR

☐ Part-Time

If part-time, # hours per week?

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☐ 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:

☐ External Recruitment

☐ Internal Recruitment

☐ Campus/Website

☐ Professional Magazine

☐ Newspaper

☐ InsideMGA

☐ Professional Journal/Website _____

☐ Other _____

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

HR Use Only:

Entered By: _____ Position Filled By: _____ Start Date: _____