BERGEN COMMUNITY COLLEGE
Part Time Requisition Form

Position Title		Division	Department
Salary/Hourly Rate	Schedule (Hours of Work)	Location (Room/Building)	Supervisor

Type of Position
- ☐ Part-time Hours per week: _____
- ☐ On Call
- ☐ Agency Temporary

Dates of assignment: ___/___/___ to ___/___/___

Budgeted
- ☐ Yes
- ☐ No

☐ Replacement for: _____

Term date _____

☐ New Position

Budget Code _____

POSITION OVERVIEW (Attach job description if available)

I. **POSITION PURPOSE:** Briefly state the primary purpose of this position and justification.

II. **POSITION DESCRIPTION:** Briefly state the primary duties and responsibilities of this position.

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III. **SPECIAL SKILLS:**
List the specialized clerical, administrative, technical, or managerial skills needed to perform this position.

IV. **PHYSICAL REQUIREMENTS:** List the minimum physical requirements or manual labor skills for this position i.e. lifting, etc.

V. **ADDITIONAL SKILLS/PROFESSIONAL CHARACTERISTICS:** List any education, formal training, knowledge, skills, abilities, and other characteristics which are desired for this position.

Do current or previous incumbents possess these qualifications and skills? If no, please describe the reason for these requirements when hiring for this position.

APPROVALS	FOR HUMAN RESOURCES USE ONLY
_____ Dean/Director/Department Head Date	Acceptance date _____ Start date _____
_____ Executive Council Member Date	New employee _____
_____ Chief Human Resources Officer Date	Source _____
	Rate _____

Rev. 10/08