

MOTLOW STATE COMMUNITY COLLEGE

EMPLOYMENT REQUISITION

JOB # (Provided by HR) _____

DATE: _____

NEW POSITION	___	FULL TIME	___	ACADEMIC	___	TENURE/TENURE TRACK	___	LOCATION SPECIFIC?
REPLACEMENT	___	PART TIME	___	FISCAL	___	FACULTY TEMP CONTRACT	___	YES ___ NO ___
						FACULTY TERM CONTRACT	___	If YES, MUST include
						MODIFIED	___	written justification

POSITION: _____

DEPARTMENT/DIVISION: _____

POSITION START DATE: _____

ANNUAL SALARY: _____

BUDGET Fund/Org/Acct/Program: _____ **POSITION NUMBER:** _____

EDUCATIONAL/EXPERIENCE/SKILLS REQUIREMENTS:

Educational/experience/skills requirements should be those needed to perform the duties of the position.
Position description should be attached to the employment requisition.

JUSTIFICATION:

SPECIAL CONDITIONS:

RECOMMENDED BY: _____

Vice President

APPROVED BY: _____

President