

New Position Request Form

Position Title:

Reports To Supervisor:

Position Funding:

Cost Center

Distribution%

Cost Center

Distribution%

Is the Position Remote Work Eligible?

Yes

No

Posting Visibility:

Open Internally & Externally

Internal Only

External Only

Desired Date of Posting:

Work Schedule for Position:

(including travel requirements and other additional relevant schedule details)

Salary Range:

(will be visible on Posting)

If applicable, Search
Committee Members:

If applicable, Other
Employees Needing Access:
(other than Search Committee Members;
limited to three employees combined)

Additional Information:

(including any needed modifications
to the job description)