

TYPE → check all that apply

- Full-time Hourly Temporary
 Part-time Salary Research Professional

New Position: Yes No

Replacement for: _____

_____ Hours per pay period

Position Title _____	Position # _____	Department _____	Start Date _____
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JOB ADVERTISING → check all that apply

All costs will be charged to your department.

- Florida Today Monster
 Career Builder
 Industry Specified Website: _____
 Other _____

- Free Advertising**
 FL Tech Website
 Community Resources
 (i.e. BCC, Keiser, Brevard Job Link)

Time frame for advertising _____

REQUIRED SKILLS/EDUCATION →

Interviewing Official _____	Extension/Email _____
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BUDGETING →

Expected Salary _____

Grant Funded: Yes
 (Sponsored Programs Signature if grant funded) _____

INDEX	FUND	ORG	ACCOUNT	PROGRAM	PERCENT
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

SIGNATURES →

Dept Head _____	Date _____
Dean/Asst/Assoc/Vice Provost _____	Date _____
Provost/Vice Pres./Sr. Vice Pres. _____	Date _____
Budget Manager _____	Date _____

HR SECTION ⇨ **Ad Costs** _____ **Position Class Code** _____