

TYPE (check all that apply)

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

New Position: Yes No

Replacement For

Hour per pay period

Position Title

Position Number Department Start Date

JOB ADVERTISING (check all that apply)

All costs will be charged to your department:

- Florida Today, Career Builder, Highered Jobs, Industry Specified Website, Other

Free advertising:

- Florida Tech website, Community resources (i.e., BCC, Keiser, Brevard Job Link)

Time frame for advertising

REQUIRED SKILLS/EDUCATION

Blank lines for required skills/education

Interviewing Official Extension/Email

BUDGETING

Expected Salary

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

Table with columns: INDEX, FUND, ORG, ACCOUNT, PROGRAM, PERCENT

SIGNATURES

Department Head, Dean, Vice President, Executive Vice President, Budget Office (with Date lines)

Please obtain all required signatures PRIOR to submitting to Human Resources.