

POSITION REQUEST

Randolph College

Request to fill Current Opening

Request for New Position (*Document justification in comments section below*)

Position Title _____

Name of person that last occupied position _____

Position Status Full-Time Part-time Temporary

Hrs per wk _____ Wks per yr _____

Salary: Was \$ _____ Hiring Range \$ _____ Grade _____

Human Resources initials for budget review _____

Place Job Advertisement Yes No

Job Ad Sources _____

REMINDER: ATTACH CURRENT JOB DESCRIPTION

Comments:

SIGNATURE APPROVALS

Requested by _____ Date: _____

Senior Staff Member _____ Date: _____

V.P. for Finance & Adm. _____ Date: _____

President _____ Date: _____