Position to be posted: _____________________________________________________________

Location: New Mexico Campus  Florida Campus  Type: Internal  External

Department: _______________________________  Date to be Posted: ______________________

Proposed Salary: ___________________________  Date to be Hired: _______________________

Classification: □ Full time  □ Part time  □ Temporary  FTE: ______________________________

Additional Information:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Please attach the following:

☐ Job Description  ☐ Job Posting Draft  ☐ Posting Sources: ______________________________

Requested by: ______________________________________________________________________

Title: ___________________________  Date: __________

Approved by: ___________________________________________________________________

Assistant Vice President of Human Resources  Date: __________

Approved by: ___________________________________________________________________

Campus Dean - Florida  Date: __________

Approved by: ___________________________________________________________________

Chief Academic Officer  Date: __________

Approved by: ___________________________________________________________________

President  Date: __________

__________________________________________________________________________________

For HR/Finance use only

Is position requested in approved budget?  □ YES  □ NO

Salary verified/budget: ________________________________ (Controller/CFO)

Which month is position approved to be hired in? ________________________________