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| **MSU Extension Position Request Form**For Academic, Non-Academic & Support positions  |
| * This form is to ensure all necessary information for filling any positions within MSUE is provided for approval. This information will also serve as a guide for posting positions on the MSU Careers website (careers.msu.edu).
* This document must be completed and approved by all applicable parties before a recruitment effort may begin.
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| **Position Information** |
| **Position Requested by:** | Click here to enter text. | **Date of Request:** |  |
| **Position Supervisor:**  | Click here to enter text. | **Type of Position:** | Choose an item. |
| **Reason for Request:**  | Choose an item. | **To replace:** | Click here to enter text. |
| **Position Title:** | Choose an item. | **Other Position Title:**Must align with approved MSU/MSUE titles | Click here to enter text. |
| **Programming Area:** | Click here to enter text. | **Institute:** | Choose an item. |
| **District:** | Choose an item. | **FTE:** Employment Percent: | Choose an item. |
| **Primary County Office:**Street Address/City/Zip | Click here to enter text. |
| **Primary County Office Building Name:** | Click here to enter text. | **Phone Number:**Required |  |
| **Primary Coverage Area:**If specific to position | Click here to enter text. |
| **Can Home Office be located in counties other than the Primary:** List all locations | Click here to enter text. |
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| **Recruiting** |
| **Desired date of posting:** | Click here to enter a date. | **Length of posting:** | Click here to enter text. |
| **Who may apply for this position?** | Choose an item. |
| **Languages, other than English, desired in the candidate for this position:** | Click here to enter text. |
| **Interview/Search Committee** |
| List Search Chair: | Click here to enter text. | List Committee Members: | Click here to enter text. |
| **End Date/ Fixed Term Appointments:** All academic, non-academic, and off-campus support staff positions will be posted with the 1-year end dated language. End date will be 1 year from date of hire. |
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| **Funding for Salary & Fringes** |
| **Account Name** | **Account Number** | **Sub-account** | **Project Code** | **Percentage %**Must total 100%  | **End Date, or 12/31/9999** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| **Authorizations/Approvals**By checking this box, you are confirming that the following parties have been made aware of and approve the recruiting of this position: |
|[ ]  Institute Leadership, District Director, Fiscal Officer, Director’s Office and MSUE Budget Director (as needed) |