# Staff Position Requisition

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| **Required Fields** | **Selection** | **Description** |
| **Supervisor**  |  | Name of hiring manager |
| **Functional Job Title** |  | Desired job name |
| **Job Type**  |  | **Full-time**: 40 hours per week |
| **Part-time:** less than 40 hours per week with set schedule |
| **Occasional**: On-call |
| **Job Status** |  | **Permanent**: Intended to last more than 1 year |
| **Temporary:** Up to 1 year only |
| **Termed:** Position is specific to a project and tied to that project funding. Term can be 1-3 years max. Please provide project and funding source in the job description. |
| **Hours per Week**  |  | For hourly overtime eligible employees |
| **Start Date** |  | **Preferred Start Date** |
| **Appointment Length** |  | For Temporary or Termed Appointment |
| **Pay Status**  |  | Overtime Eligible |
| Exempt |
| **Funding PTA (s):**  |  | List all PTA’s that will fund the employee with percentages for each. |
| *Hiring Range*  |  | *Info TBD by Human Resources - Office Use Only* |
| *Job Family* |  | *Info TBD by Human Resources - Office Use Only* |
| *Discipline* |  | *Info TBD by Human Resources - Office Use Only* |
| *Career Level* |  | *Info TBD by Human Resources - Office Use Only* |

# Position Description

**Summary**

*(Please provide a summary description of the position that will allow a candidate to understand the scope of the position, the hiring manager or area.)*

**Job Duties**

*(Describe all just functions the prospective employees will be expected to perform.)*

**Basic Qualifications**

*(List all basic qualifications including required education level, years of experience, degrees, certifications, areas of expertise, techniques, software, professional skills and any other thing necessary for the candidate to qualify for the position.)*

**Preferred Qualifications**

*(List all qualifications that would benefit the applicant but are not required.)*

**Preferred Candidate**

*(Please provide the name, email address, CV, resume for a candidate that the hiring manager has already identified as a good fit for the role.)*