

**Jefferson College  
New Position Request**

Date: \_\_\_\_\_

Position Title: \_\_\_\_\_

Division: \_\_\_\_\_ Reports to: \_\_\_\_\_

Desired Start Date: \_\_\_\_\_

Classification: Administrator \_\_\_ Faculty \_\_\_ Classified Professional \_\_\_ Certified Professional \_\_\_

Anticipated Grade or Faculty Level: \_\_\_\_\_

Status: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Basic Responsibilities: (**Attach Draft of Job Description**)

Brief Justification for Creating Position:

Source of Funds:

FUND: \_\_\_\_\_ ORG: \_\_\_\_\_ ACCOUNT: \_\_\_\_\_ PROGRAM: \_\_\_\_\_

Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

Dean/VP: \_\_\_\_\_

Date: \_\_\_\_\_

President: \_\_\_\_\_

Date: \_\_\_\_\_

**For Human Resources Use:**

Position Identification No.: \_\_\_\_\_

Classified at Grade: \_\_\_\_\_

Position Filled

Start Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Salary: \_\_\_\_\_

Director of Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_