

**Franklin Pierce University
Position Requisition**

Date: _____ Department: _____ Dept # 1.1820

Position Title: Graduate Assistant Date Needed: 7/1/ - 6/30/

Position Control Number: _____

- ☐ Job Description updated ☐ Resignation Letter sent to HR
- ☐ Replacement: Employee to be replaced: _____ Current Rate: _____
- ☐ Additional Staffing (Rationale attached)
- ☐ Full-time ☐ Part-time ☐ Temporary: Start Date: _____ End Date: _____
- ☒ Exempt ☐ Non-Exempt

Expected Work Schedule: TBD Expected Annual Hours: _____

Hiring Range: _____ Annualized Salary: _____ ☐ Budget Transfer Attached (If needed)

Special Conditions or Considerations for the position:

Workspace:

- Is there an office or workspace for this position? ☐ Yes ☐ No
- Is all the office or other equipment needed for this position available? ☐ Yes ☐ No
(If any equipment is not available, please indicate how it will be obtained.)

Approvals

(Your signature indicates that you agree that the attached job description describes a position needed by the University and that you agree that there is funding in the budget for it.)

- | | |
|---|---------------------------------|
| 1. _____
Supervisor Date | 2. _____
Vice President Date |
| 3. _____
VP and Chief Financial Officer Date | 4. _____
HR Manager Date |

RECRUITMENT ACTIVITIES WILL BEGIN ONLY WHEN YOU SEND THE FOLLOWING FORMS COMPLETED AND APPROVED TO THE HR DEPARTMENT:

- ☐ Position Requisition ☐ Job Description ☐ Approved Posting

Human Resources Use Only

Date all approved forms received:

Date Posted:

Position Filled: Date: Person

Start Date
Rate: