



Please forward a hard copy of this completed form together with the organizational chart to the Executive Vice Dean within 30 days prior to commencing search for the position.

**HIRING DEPARTMENT INFORMATION**

Name of Requestor: \_\_\_\_\_ Phone Number (in case of questions): \_\_\_\_\_

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

**POSITION INFORMATION**

Position Title: \_\_\_\_\_ Projected Start Date: \_\_\_\_\_

Estimated Salary or range \_\_\_\_\_

New Position  Replacement If Replacement, Name of Incumbent: \_\_\_\_\_

Select Days: Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Or Monday to Friday  Regular work hours: \_\_\_\_\_ to \_\_\_\_\_

Chartfield to be charged:	Account (See code below)	Fund	Org	Program	Project
Input here >>>>>					
Employee Type and Acct Code:	Administrator 51100/51110 <input type="checkbox"/>	Technical Support 51104 / 51114 <input type="checkbox"/>	Clerical Support 51106 / 51116 <input type="checkbox"/>		
Primary Responsibilities:					
Please Explain why this position is needed and how it will improve the long term functioning of your department:					
Required Education:					
Preferred Education:					
Preferred skills, experience and knowledge:					

**AUTHORIZATION**

Signature of:	Signature	Date signed
1. Department Chair		
2. Senior Director, Human Resources & Faculty Services		
3. Assistant Dean, Finance & Business Operations		
4. Executive Vice Dean		

Return signed form to the Office of Human Resources & Faculty Services, 137 East 25th Street, 4th Floor, New York, NY

10010 Telephone: (212) 998-9810 Fax: (212) 995-4737 – Version 6/10/2024