



Advertising Request

For Part-time Jobs

Position Title: _____

Grade: _____ Wage: _____

Department: _____

Campus/Site: _____

Budget Number: _____

Funding: Institutional

Grant/Contract

Title of Grant/Contract: _____

Duration of Grant/Contract: _____

Employee Category: Administrator

Faculty

Managerial & Technical

Support

Expected Workload:

Hours per week: _____

Start Date: _____ End date: _____

Special Comments/Requests:

APPROVALS:

Requestor: _____ Date: _____

Supervisor: _____ Date: _____

Cabinet Officer: _____ Date: _____

HR: _____ Date: _____