

NON-ACADEMIC POSITION REQUEST FORM – DEAN’S OFFICE

The purpose of this form is to provide the necessary information required for approval to fill any vacant support staff position or to create a new support staff position in any unit of the Dean’s Office. This information will also serve as a guide for completing the MSU staffing request form and for posting on the MSU Applicant Page. This document must be completed and signed before advertising, recruitment or interviewing can begin.

Position Information

Unit requesting position: _____ East Lansing Flint Grand Rapids

Administrative Address: (Location where this person will work) (building name/office/cube #/phone number):

Desired date for posting (postings begin on Wednesday for a minimum of 7 days): _____

Is this a new position to be created? Yes No

If no, name of employee (or former employee) being replaced? _____

If yes, explain why this position is needed at this time:

Empty rectangular box for explanation.

Desired Position Title or Classification (if known): _____

Supervisor of record for this position: _____

End-dated position? Yes No; If yes, enter end date (at least 9 months) Date: _____

AP/APSA employees paid on grants/contracts or hired for specific project work should be end-dated; end dates can be extended if needed

Limited Term? (CTU Only) If yes, enter end date (at least six months) Date: _____

Description of Duties

Note: Enter true text information in the text box; do not enter “see attached” as this information will be used to be pulled directly into the PageUp Applicant Tracking System. (Percentages must total 100%). (Complete Job Description must be attached).

- 1. _____ % _____
2. _____ % _____
3. _____ % _____
4. _____ % _____
5. _____ % _____

Does this position supervise? If so, please list direct reports below (direct reports must be regular support staff employees):

Three horizontal lines for listing direct reports.

% to be employed (FTE): _____

Cost Distribution

Information must be provided to ensure that adequate funding is available for salary, fringes, advertising/recruitment costs and any other anticipated expenses. Account and subaccount numbers and percentages for each must be included.

What is the budgeted salary range for this position? _____

Account #: _____ Subaccount: _____ Percent: _____

Account #: _____ Subaccount: _____ Percent: _____

Fringes:

Account #: _____ Subaccount: _____ Percent: _____

Account #: _____ Subaccount: _____ Percent: _____

Plan on using existing funds

Requesting new funds

Which FTE salary format will be provided?* (check only one)

Salaried Positions

Salary/hourly rate

\$_____ FTE Salary

Salary range

\$_____ Minimum FTE Salary to \$_____ Maximum FTE Salary

Hourly Positions

\$_____ Hourly Rate

Posting and Recruiting

Pre-selection? (Discuss with CHM HR first). Name of desired selectee: _____

Posting distribution: Internal only Internal and External #of weeks: _____

Is position to be advertised other than on MSU MAP? Yes No

If yes, where? _____ Do you need assistance with advertising? Yes No

Posting Snapshot (Text field – 400 character limit)

Displays on the careers.msu.edu job search page. Use this 2-3 sentence summary to pique the interest of applicants so they will check into the posting and learn more about the process.

Position Summary (may be submitted as a separate document attached to this form)

The following will be used for posting this position on the university's applicant page. The requirements and posting text must be supported by the description/classification for this job. Describe the essential functions of this position and any required licenses or certifications.

Required Education/ Experience/ Skills:

Desired Education/ Experience/ Skills:

Work Schedule: Standard 8-5 Non-Standard Non-Standard/Variable (explain): _____

Physical Demands and Health Risks:

Do the duties of this position involve physically demanding work requiring lifting 50 pounds or more with frequent lifting and/or carrying of objects weighing 25 pounds or more? Yes No

Physical Demands: _____

If yes, please complete Physical Demands Form at the following link: [Health Risks/Physical Demands Form](#)

Do the duties of this position involve exposure to health risks? Yes No

Health Risks: _____

If yes, please complete Health Risks Form at the following link: [Health Risks/Physical Demands Form](#)

Required Applicant Materials (Check all that apply)

- Resume Certification: _____
 Cover Letter Diversity, Equity, & Inclusion Statement
 Work Sample

Search Committee Chair: _____

Search Committee Members: _____

Non-employee Search Committee Member: Name: _____ Email: _____

Is this position remote friendly? Yes No

*Remote-friendly means some or all of the duties can be performed remotely as mutually agreed upon. Your assigned staffing coordinator will contact you to assist in the interview process.

Authorization to Hire

Name of person requesting this position/hire: _____ Date: _____

Name/signature of person authorizing unit funds for this hire: _____ Date: _____

For CHM Human Resources Use Only

The following signatures/approvals will be obtained following receipt of this form in CHM HR.

Business Office Signature: _____ Date: _____

HR Manager: _____ Date: _____