
TEMPORARY AND ON-CALL POSITION REQUEST FORM – DEAN’S OFFICE

The purpose of this form is to provide the necessary information required for approval to fill any vacant temporary or on-call support staff position or to create a new temporary or on-call support staff position in any unit of the Dean’s Office. This information will also serve as a guide for completing the MSU temporary and on-call position request form and for posting on the MSU Applicant Page. This document must be completed and signed before advertising, recruitment or interviewing can begin. Please submit this form 2-3 weeks prior to the desired posting start date to allow enough time for processing.

Position Information

Unit requesting position: _____

Why is this position needed at this time?

Is this a pool posting? (up to 25 positions): Yes No

Employment Type:

Bi-Weekly On Call Hours: _____ (Maximum of 19 hours per week and no end-date is assigned)

Hourly-Temp Hours: _____ (Up to 40 hours per week dependent upon job title. Please see ACA note*.)

Start Date: _____ End Date: _____

Desired Job Title (if known): Professional Aide Clerical Aide Technical Aide Simulated Patient
Other: _____

Supervisor of record for this position: _____

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

The Affordable Care Act (ACA) mandates if a temporary employee is hired at 30 hours (>75% time) or more per week, they will be **immediately eligible for health care coverage at the hiring unit's expense. An active temporary or on-call employee that averages 30 hours or more per week for the year will be eligible for health care coverage the following year at the hiring unit's expense.*

Cost Distribution

Account and subaccount numbers and percentages for each must be included.

Account #	Subaccount #	Percent:
Account #	Subaccount #	Percent:
Account #	Subaccount #	Percent:
Account #	Subaccount #	Percent:

Pay: Hourly - Rate: \$_____ Variable Project Pay Lump Sum: _____

Posting and Recruiting

Positions must be posted for a minimum of 24 hours and up to a maximum of 14 days (this excludes pool postings)

Desired posting start date: _____ Posting close date: _____

Position Description

Posting Snapshot

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 for this job. Describe the essential functions of this position and any required licenses or certifications.

Desired Qualifications:

Work Hours: _____

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?

Physical Demands: _____

Do the duties of this position involve exposure to health risks?

Health Risks: _____

Applicant Materials (optional): Are there any required applicant materials? If so, please list them below.

Authorization to Hire

Name of person responsible for completion of this form:

Signature: _____

Date: _____