

**REQUEST FOR NEW POSITION**

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

Program: \_\_\_\_\_

Job Title: \_\_\_\_\_ Pay Grade: \_\_\_\_\_

\_\_\_\_\_ Job Descriptions Attached (all positions are required to have a job description)

Funding Source : \_\_\_\_\_

Exempt/Salary \$ \_\_\_\_\_ Non-Exempt/Hourly \$ \_\_\_\_\_ Full-Time \_\_\_\_\_ Part Time \_\_\_\_\_

Additional Information: (use this section to include any additional information pertinent to the new position you are requesting)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Program Director or Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ **Approved**

COMMENTS: \_\_\_\_\_

\_\_\_\_\_ **Denied**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Administrative Approval

\_\_\_\_\_  
Date