Request For Recruitment

Date of Request:

Project: Project Director:

Desired Date of Hire: Funding Available? ☐ Yes ☐ No

If no what date will the funding be available?

Benefited?: ☐ No ☐ Yes if yes, ☐ Accruals Only or ☐ Full Benefits

Pay Rate and/or Range:

Position Title: Location:

Reports to: Primarily Works ☐ On Campus or ☐ Off Campus

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Attach to this Request a Position Description that contains all of the following information:

**General Purpose:** (Summarize overall purpose of job)

**Essential Functions:** (Core duties or tasks that are fundamental and not marginal to the performance of the job. Define purpose, function, and the result to be accomplished, i.e., “moving a 50lb box.” Also focus on frequency, time spent, etc. List in order of importance and/or amount of time that the incumbent will devote to them.)

**Qualifications/Basic Job Requirements:** (Specify number of years of job-related, experience required; type of degree required; certificates/licensure. Specific skills required, e.g. computer programs, secretarial skills, special machines, etc.)

**Physical Requirements:** These are physical and mental requirement of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Research Foundation may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

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**Mental /Reasoning Requirements.**

__Reading – Simple __Reading – Complex __Writing – Simple __Writing-Complex __Clerical __Basic Math Skills __Analysis/Comprehension __Judgment/Decision Making

**Work Environment:**

__Shift Work __Works Alone __Works with Others __Verbal Contact w/ others __Face-to-Face Contact