

MIDDLE GEORGIA STATE UNIVERSITY JOB REQUISITION

STEP 1: For Department Use

Name of Department: Campus:
 Position Title: Discipline:

Reason for Opening

New Position Vacancy Replacing: _____

Type of Employment:

Regular OR Temporary If temporary, # of months? _____
 Full-Time OR Part-Time If part-time, # of hours per week? _____ Grant Based

10-Month Faculty 12-Month Faculty Staff Student Name of Grant:

STEP 2: For Budget Use Only

Department ID _____ Position # _____
 Staff Position Pay Grade _____ Staff Minimum Salary \$ _____
 Faculty Minimum Salary with Master's \$ _____ Faculty Minimum Salary with Doctorate \$ _____

STEP 3: Approvals

Supervisor _____	Signature _____	Date: _____
Budget Manager _____	Signature _____	Date: _____
AVP/VP/Provost _____	Signature _____	Date: _____
Budget & Planning _____	Signature _____	Date: _____
ED, OBP _____	Signature _____	Date: _____
ED, HR _____	Signature _____	Date: _____
EVP, F&O _____	Signature _____	Date: _____
President _____	Signature _____	Date: _____

STEP 4: Posting/Advertising

Justification Statement from Requester and/or Comments from Budget/HR/EVP

Justification should address the level of current staffing and the impact of not adding or replacing this position. Also, include how this position fits into the MGA organization and whether the resources are available on another campus.

A job description should be sent to HR. **(For faculty positions only, also attach a Demonstration of Needs Form.)**

Advertising/Posting Information

External Recruitment Campus/Website Newspaper Professional Journal/Website _____
 Internal Recruitment Professional Magazine InsideMGA Other _____

NOTE: All positions, Internal and External are posted on the MGA Website.

HR Use Only: Entered By: _____ Position Filed By: _____ Start Date: _____