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| **MSU Extension Position Request Form**  For Academic, Non-Academic & Support positions | | | | | | | | | | | | | | | | | | |
| * This form is to ensure all necessary information for filling any positions within MSUE is provided for approval. This information will also serve as a guide for posting positions on the MSU Careers website (careers.msu.edu). * This document must be completed and approved by all applicable parties before a recruitment effort may begin. | | | | | | | | | | | | | | | | | | |
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| **Position Information** | | | | | | | | | | | | | | | | | | |
| **Position Requested by:** | | | | | Click here to enter text. | | | | **Date of Request:** | | | | | |  | | | |
| **Position Supervisor:** | | | | Click here to enter text. | | | | | **Type of Position:** | Choose an item. | | | | | | | | |
| **Reason for Request:** | | | | Choose an item. | | | | | **To replace:** | Click here to enter text. | | | | | | | | |
| **Position Title:** | | | | Choose an item. | | | | | **Other Position Title:**  Must align with approved MSU/MSUE titles | | | Click here to enter text. | | | | | | |
| **Programming Area:** | | | | Click here to enter text. | | | | | **Institute:** | | | Choose an item. | | | | | | |
| **District:** | | | | Choose an item. | | | | | **FTE:**  Employment Percent: | | | Choose an item. | | | | | | |
| **Primary County Office:**  Street Address/City/Zip | | | | | | | Click here to enter text. | | | | | | | | | | | |
| **Primary County Office Building Name:** | | | | | | | Click here to enter text. | | | | | | **Phone Number:**  Required | | | |  | |
| **Primary Coverage Area:**  If specific to position | | | | | | | Click here to enter text. | | | | | | | | | | | |
| **Can Home Office be located in counties other than the Primary:** List all locations | | | | | | | Click here to enter text. | | | | | | | | | | | |
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| **Recruiting** | | | | | | | | | | | | | | | | | | |
| **Desired date of posting:** | | | | | | Click here to enter a date. | | | **Length of posting:** | | | | | Click here to enter text. | | | | |
| **Who may apply for this position?** | | | | | | | | | Choose an item. | | | | | | | | | |
| **Languages, other than English, desired in the candidate for this position:** | | | | | | | | | Click here to enter text. | | | | | | | | | |
| **Interview/Search Committee** | | | | | | | | | | | | | | | | | | |
| List Search Chair: | | Click here to enter text. | | | | | | List Committee Members: | | Click here to enter text. | | | | | | | | |
| **End Date/ Fixed Term Appointments:** All academic, non-academic, and off-campus support staff positions will be posted with the 1-year end dated language. End date will be 1 year from date of hire. | | | | | | | | | | | | | | | | | | |
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| **Funding for Salary & Fringes** | | | | | | | | | | | | | | | | | | |
| **Account Name** | | | **Account Number** | | | | | | **Sub-account** | | **Project Code** | | | | | **Percentage %**  Must total 100% | | **End Date, or 12/31/9999** |
| Click here to enter text. | | | Click here to enter text. | | | | | | Click here to enter text. | | Click here to enter text. | | | | | Click here to enter text. | | Click here to enter text. |
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| **Authorizations/Approvals**  By checking this box, you are confirming that the following parties have been made aware of and approve the recruiting of this position: | | | | | | | | | | | | | | | | | | |
|  | | Institute Leadership, District Director, Fiscal Officer, Director’s Office and MSUE Budget Director (as needed) | | | | | | | | | | | | | | | | | |