

**Position Request Form**

**Salary Plan:**    TEAMS    OPS    Student Assistant    Postdoctoral Associate    Graduate Assistant

**Type of hire:**    New    Replacement

**Name of person being replaced:**

**Position Title:**

**Job Duties:**  
(attach additional  
sheet, if needed)

**Requested Pay:**

**Hours per week:**

**Pay Justification:**

**Supervisor:**

**Space Needed:**

**Days to post:**  
(Minimum: 7 days)

**Funding Source (Must include project numbers if position funded from grant):**

Project ID	Project/Fund Name	Percentage	Project End date

**PI Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chair approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_