

Position Requisition Form



**Coconino
Community
College**

Section I: Position Information. To be completed by the supervisor.

Job title:				Date:
Department:				Site:
Type:	<input type="checkbox"/> New position (see Section III)	<input type="checkbox"/> Replacement – person replacing:		
Status:	<input type="checkbox"/> Regular	<input type="checkbox"/> Temporary		
Hours:	<input type="checkbox"/> Full-time (40 hrs/wk)	<input type="checkbox"/> Part-time (hrs/wk):		
Duration:	<input type="checkbox"/> Annual (12 mos)	<input type="checkbox"/> Academic yr	<input type="checkbox"/> Other, from:	to:
Reports to:				<input type="checkbox"/> Job description attached (required).
Funding:	<input type="checkbox"/> Budgeted – account #(s):		<input type="checkbox"/> Position start date:	

Advertise: External → local, statewide, national Internal: CCC employees only

Recruitment Plan: Briefly describe your recruiting plan, including any requests for specific newspaper or other media advertising:

Work Station: Please describe the work station and any special needs (attach related research if applicable):

Search Committee: Please list your search committee members (minimum of three individuals, ethnic and gender diversity is encouraged):

Approvals:

Supervisor – Date

Dept Chair or Director – Date

Dean or Vice President - Date

*Upon all approval, please forward form to the HR Department

Human Resources Department Use Only:

Position Classification:			Job vacancy number:		
Range:	Posted Salary:	to	Other:	<input type="checkbox"/> Exempt	<input type="checkbox"/> NE
Benefits:	<input type="checkbox"/> Full	<input type="checkbox"/> Retirement Only	<input type="checkbox"/> None	Open:	Close:

Approved advertising:

- | | | |
|---|--|---|
| <p>National</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chronicle of Higher Ed. <input type="checkbox"/> Community College Times <input type="checkbox"/> Hispanic Outlook <input type="checkbox"/> Higheredjobs.com <input type="checkbox"/> Other: <input type="checkbox"/> Other: | <p>Statewide</p> <ul style="list-style-type: none"> <input type="checkbox"/> Arizona Republic (Phoenix) <input type="checkbox"/> Scottsdale Tribune <input type="checkbox"/> Phoenix New Times <input type="checkbox"/> Daily Star (Tucson) <input type="checkbox"/> Tucsonhelpwanted.com <input type="checkbox"/> Other: | <p>Local</p> <ul style="list-style-type: none"> <input type="checkbox"/> Arizona Daily Sun <input type="checkbox"/> Nava/Hopi Observer <input type="checkbox"/> Que Pasa <input type="checkbox"/> Lake Powell Chronicle <input type="checkbox"/> Williams News <input type="checkbox"/> Other: |
|---|--|---|

Approval: HR Department signature – Date

HR Rep:

Section II: For regular and temporary positions

Accounting and Budget use only:

Specially Funded Budgeted Partially budgeted Not budgeted

Position number: _____ Budgeted salary: \$ _____

Account name/number: _____ Benefits: \$ _____

Explanation of any exceptions to budget allocations:

Accounting & Budget signature / Date

Section III: New regular positions - required:

Business and Administrative Services use only:

Space Available: Yes No Facility cost: \$ _____

Approval: Director of Facilities signature - Date

Computer hook-up and other technology costs: \$ _____

Approval: Director of Information Technology Services signature – Date

Start up Costs (desk, phone, files, supplies, etc): \$ _____

Approval: Director of Purchasing signature – Date

Approval: Vice President for Business and Administrative Services signature - Date

Section IV: Dean, Vice President and President use only – regular positions only.

Approval: Vice President of Business & Admin Services signature – Date

Approval: President signature – Date

Please return completed for to the Human Resources Department