POSITION APPROVAL FORM

This form is used when a new or replacement position needs to be filled within a department. Please fill out the form entirely and **email an electronic copy of the current job description to Human Resources**. If the position is new, attach a memorandum justifying the need for your department.

POSITION INFORMATION					
Company	☐ CSEG ☐ CSU ☒ WALDORF ☐ MAYES AVIATION				
Date Requested		**Hiring Manager:**		**Department:**	
Type of Position	☐ **New Position** ☐ **Replacement Position** ☐ **Update Current**				
If replacement, who and why				Departure Date:	
Position Title				Date Required:	
Salary Range	**$** *(currently approved budget:)*				
Pay Structure	**FLSA Status:** ☐ Exempt (salaried) ☐ Non-Exempt (hourly) **Full Time:** ☐ 40hrs+/wk ☐ 32+hrs/wk or 1664-2079hrs/yr ☐ Seasonal ☐ Remote Off-Campus **Part Time** *(29hrs/wk or less)* **Anticipated Hrs/wk:** _____: ☐ Regular PT ☐ Seasonal ☐ Temporary ☐ Intermittent **Term:** ☐ 12mo ☐ 10mo ☐ 9mo ☐ 4 mo ☐ other: _____				
Indicated all days normally worked	☐ Weekdays ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday ☐ Varies				
Job Posting	☐ Internal (Promotional opportunities only) ☐ External :				

APPROVAL PROCESS

It is important to acquire appropriate levels of approval when preparing this document. Directors/Managers should acquire signature of their immediate superior (Associate Vice President or Vice President) prior to submitting the form to Human Resources for processing. Forms submitted without proper approval and/or without job description will be returned to the requestor. Once the form has been reviewed by Human Resources for accuracy and required documentation, it will be posted to our website, SimplyHired.com and Indeed.com for free. Other external postings will be reviewed with hiring manager.

Director/Manager		**Date:**
Dept. Head and/or VP		**Date:**
VPBA	*Mason Harms*	**Date:**
President	*Bob Alsop*	**Date:**

HUMAN RESOURCES USE ONLY			
Date Received / By		☐ Form Complete ☐ Job Description Received via email	
Budget Committee Approved			
Candidate Hired		**Salary/Wage:**	**Start Date:**

Columbia Southern
EDUCATION GROUP

Position Technology Request Form
(Information used by HR for IT requests after hire)

Position/Title:

IT Services Requested (check all that are needed)

☐ Computer: **(check one)** ☐ Laptop ***OR*** ☐ Desktop

☐ Office Location - location if known:

☐ Voicemail - extension if known:

☐ Long distance PIN

☐ VPN

☐ Other:

☐ Other:

☐ E-mail

Distribution Lists

☐ Staff ☐ Other:

☐ Faculty ☐ Other:

☐ Faculty/Staff ☐ Other:

Administrative Programs (Jenzabar)

☐ Admiss (Admissions) ☐ Other:

☐ Fundal (Development) ☐ Other:

☐ Student (Registrar & SL) ☐ Other:

☐ Finaid (Financial Aid) ☐ Bills (Business Office)

☐ FRS (Business Office) ☐ Cash Receipts (Business Office)

Bambam Folder Access **Printer Access**

Facilities Request

☐ Keys**:**

☐ Other: