Waldorf
COLLEGE

Position Request/Approval Form/ Job Description

Filled By: _____
Salary: _____
Start Date:_____

REQUEST DATE:

POSITION

☐ REPLACEMENT Staffing Plan Position #: _____ Replacement For:
☐ UPDATE Summary of Changes: _____
☐ NEW New Staffing Plan Pos. #: _____

POSITION TITLE:

Job Description: *Please complete the job description electronically using the template at the end of this document. Attach a hard copy to this request and email to the Payroll & Benefits Coordinator.*

POSITION INFORMATION

Salary Range: Target Salary:

Department/Supervisor:

Anticipated/Desired Start Date:

Location: ☐ Iowa ☐ Alabama ☐ Other:

Check Only One

Exempt ☐
Non-Exempt ☐
(if unsure, contact Payroll & Benefits Coordinator)

Check Only One

Full Time ☐ (32-39hrs/wk) ☐ (40hrs/wk)
Part Time ☐ (<32hrs/wk) How many hrs: _____
Temporary ☐ (6mo or less) Anticipated Term: _____

Check all days to be routinely worked

☐ WEEKDAYS ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday ☐ VARIOUS

Job Posting: (check all that apply, note that all postings will be posted to the Waldorf website)

☐ Internal
☐ External (list specific recruiting websites/papers):

Requested by (Hiring Manager): _____ **Date:** _____

Approved by Department Head: _____ **Date:** _____

Approved by appropriate Vice President: _____ **Date:** _____

Approved President: _____ **Date:** _____

Reviewed by Vice President of Business Affairs: _____ **Date:** _____

Please return the completed form to the Payroll & Benefits Coordinator. _____ **Date:** _____

*****Approval at ALL levels is required prior to hiring a person in to a position.***
You will be notified once position request has been approved.**

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Filled By: _____
Salary: _____
Start Date:_____

(Please complete the job description for all new positions or updated positions. Examples are provided for direction, please delete before submitting)

Effective Date of Job Description:

Position Title:

Position #:

Department:

Classification: ☐ *non-exempt or* ☐ *exempt (all positions will be reviewed for determination)*

Status/Hours Scheduled:

Reporting Relationship:

Formal Working Relationships:

Purpose of Position:

Principal Duties and Responsibilities:

Working Hours:

Working Conditions:

Physical Requirements:

Minimum Qualifications *(include degree, technical or computer knowledge)*:

Required Attributes:

Desired Qualifications:

Desired Attributes: