# POSITION VACANCY - STAFF

Position Title: _____ Date: _____

Position Number: _____

Department: _____ Location: _____

Date Position Available: _____

**Posting:** __ Internal Posting Only __ Internal & External Recruitment

**Classification:** __ Exempt ___ Non-Exempt __ Service

**Vacancy Due To:** __ Resignation/Termination __ Promotion __ Restructuring

* __ New Position __ Replacement for (name): _____

* ***New positions must be approved pursuant to the process set forth in the Staff Compensation Guidelines prior to completion of this form.***

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**Appointment Terms:** __ Regular: _____ (identify: 9 mo, 10 mo, 12 mo, 32 hrs/wk, other)

__ Full Time (32+ hours) __ Temporary: __ One semester only (specify) _____ _____

__ Part Time (20-31 hours) __ One year only (begin) _____ (end) _____

__ Part Time (under 20 hours) __ Other (identify): _____

Budgeted Funds:$ _____

If position needs to be offered at more than budgeted funds, how will this be permanently covered?

FOAPAL: _____

Fund Source:

__ University Operating Budget

__ Grant (start date) _____ (end): _____

__ Other: _____

Position Salary Grade: _____

Hiring Range: $ _____ $ _____

FOAPAL #: _____ _____ %

_____ _____ %

_____ _____ %

Describe How to Apply for the Position: _____

_____

_____

**Please send the electronic job description for this position via email attachement to**

laura.schwarz@drake.edu **and** marlene.heuertz@drake.edu **in Human Resources.**

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|---|
| **For Business & Finance**<br>**Max. Budget $ Remaining:** _____<br>**Fiscal Year:** |
| **For Human Resources Use**<br>**Date Filled:** _____<br>**Individual Hired:** |

Authorized by (In this order):

_____

Division Vice President Date

_____

Budget Director, Business & Finance Date

_____

Human Resources Date

HR rev: 3.05