

**NON-ACADEMIC POSITION REQUEST FORM
MSU EXTENSION (OFF-CAMPUS)**
For use within MSU Extension Only (see [Non-Academic Employment Procedures](#))

The purpose of this form is to ensure that all necessary information for filling any vacant or new positions within MSUE is provided for approval. This information will also be the guide for posting positions on the MSU Applicant Page. This document must be completed and signed by all parties before a recruitment effort may begin. Along with this form, please include an updated [Position Description](#) when sending to MSUE HR.

POSITION INFORMATION

Definitions and Instructions for this section:

- Work schedule: will the employee be working M-F, 8:00 to 5:00 or other days/hours?
- Position Title:
 - o Program Assistant, Program Associate, Program Instructor
 - o Other regular position (this title must align with approved University/Extension titles)
- Starting pay: The Extension starting pay for non-academic staff should be used to determine appropriate pay.
- End-dated: if the position is end-dated, please provide the desired end date or anticipated length of service (e.g. 9/30/2011 or three months)
- Location: Primary office location and district; coverage area, and Institute

- New Position
- Vacancy; Previous Employee _____

% Employed (FTE): _____

Work Schedule: Days _____ Hours each day _____

Position Title: _____

Position Details/Program or Initiative (4-H, Mentoring, BFI, SNAP Ed, etc.) _____

Starting Pay _____ Annual or Hourly
 For Program Assistants/Associates/Instructors, see [Starting Pay Rate \(Paraprofessional Staff\)](#), in the Administrative handbook; please contact MSUE HR for other positions.

End-Dated Position: No Yes; End date _____

Location: District #: _____ Institute: _____

Base County Office Address: _____
 (Street Address / City / Zip Code)

Coverage Area, if specific to position: _____

Supervisor (First and Last Name): _____

FUNDING

Definitions and Instructions for this section:

- How will this position be funded for both salary and fringes?
- Please note all account name(s), percent(s) and account number(s)- if more space is needed, please attach additional page
- If MoA is noted, a signed memorandum must be on file in the Extension Business Office or accompany this form.

Who will pay the wages and fringes for this position? Detail the percents and names of organizations, grants or departments.

Salary:

- MSUE
- County MoA / Grant
- Other; Partner / Organization; Name: _____

Account Name: _____ %: _____ Account Number: _____

Account Name: _____ %: _____ Account Number: _____

If MoA is necessary, has it been executed? Yes No

Fringes:

- MSUE
- County MoA / Grant
- Other; Partner / Organization; Name _____

Account Name: _____ %: _____ Account Number: _____

Account Name: _____ %: _____ Account Number: _____

RECRUITING

Definitions and Instructions for this section:

- Posting Distribution: Will this position be open to internal and external candidates? Is it only open to MSU Extension personnel?
- Interview Committee:
 - o Institute Director retains the prerogative for involvement in any interview process, at whatever level desired, whether in person or by representation
 - o Educator will take the lead for non-academic staff searches, with input/guidance from District Coordinator as appropriate/desired
- Description of Duties and Posting Text:
 - o These sections must be completed for any position that will be posted.

Desired date of hire: _____

Desired state date of posting (postings always begin on Wednesday and typically are posted for 7 days): _____

Posting Distribution: Internal (MSU and MSUE) Internal and External MSUE Staff Only

Institute Director involvement:

- Will receive/review all resumes
- Will help determine makeup of search committee
- Will be (or have a representative) involved in interviews;
Representative's name: _____

Other (please describe): _____

Interview Location: _____

Interview or Search Committee Names: _____

Description of Duties

List the approximate percentages of time devoted to performing each duty during the course of the work year. All duties should total 100%. Attach additional paper if necessary.

1. _____ % _____

2. _____ % _____

3. _____ % _____

4. _____ % _____

5. _____ % _____

6. _____ % _____

7. _____ % _____

8. _____ % _____

Posting Text

The following will be used for posting this position in the University's Applicant Page. The requirements and posting text must be supported by the position description/classification for this job. Describe the essential functions of the position and any required licenses/certifications. For purposes of the Americans with Disabilities Act, and Michigan Handicappers Civil Rights Act, it is important that you describe any physical and/or mental requirements essential to the proper performance of this job. **Use additional paper if necessary.**

REQUIRED EDUCATION / EXPERIENCE / SKILLS:

DESIRED EDUCATION / EXPERIENCE / SKILLS:

JOB SUMMARY:

HIRE AUTHORIZATION

Definitions and Instructions for this section:

- The Requested By section must be completed with name (please print) and title of the person requesting this position and a District Coordinator's signature and date.
- Once this form is received by MSUE HR, the Institute Director and appropriate MSUE Business Office/Institute Accountant will approve.

Requested By (e.g. Educator): _____
Name / Title _____ Date _____

District Coordinator: _____
_____ Date _____

Signatures/approval for the following will be obtained when the form is received by MSUE HR.

MSUE Business Office/Institute Fiscal Mgr.: _____
_____ Date _____

Institute Director: _____
_____ Date _____

Director's Office: _____
_____ Date _____