Emory College, Department of Biology

Request to Post a Position Form

# of Positions Requested	**Job Title:**	Salary Budget Range

Department ID Number: # 831000	**Employee Name, if identified:**	**Position Status:** ☐ New ☐ Replacement

SpeedType# (s) to be charged: **1) #** **ST#1 Percentage:** **2) #** **ST#2 Percentage:**	**Is This Position Grant Funded?** ☐ **Yes** ☐ **No**

Preferred Qualifications: Describe the specific skills—beyond minimum qualifications—that are preferred for this position such as education, experience, software applications and certifications desired. This information will be posted along with the generic job description, under the "preferred qualifications" category. *(May submit under separate cover/email)*

If testing is required, please list:

Previous experience at Emory University preferred. ☐ Yes ☐ No

Is any supervisory experience required? ☐ Yes ☐ No

Work Schedule: ☐ Mon-Fri ☐ 8am-5pm ☐ Flexible Hours	**Hours Per Week:**
Working Remotely: ☐ Yes ☐ No ☐ Partial Remote	

Status: ☐ Reg FT ☐ Reg PT ☐ Temp FT ☐ Temp PT ☐ Temp/ETS

If temporary, list start date and end date: _____

Previous Incumbent: _____Emory Employee ID: _____

Is incumbent separating? If "Yes," date separating_____

Interview Team (person[s] who receive resumes/referrals):

_____

Names

Supervisor Approval:

_____. _____ _____ _____

Print Name Signature Title Date

Additional Comments: