

**Business Operations  
Request for Position Posting**

**GENERAL INFORMATION**

Department: \_\_\_\_\_

OSU Job Title: \_\_\_\_\_ Working Title: \_\_\_\_\_

Reports To: \_\_\_\_\_ Work Location: \_\_\_\_\_

Regular (Ongoing) or Temporary Position: \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time: \_\_\_\_\_

Standard Weekly Hours: \_\_\_\_\_ Target Hiring Salary Range: \_\_\_\_\_  
(\$3,000-\$8,000 range based upon available funds, identified skills and/or experience, salaries paid for similar positions, and an assessment of the relevant competitive market.)

Position Requires Operation of University Vehicle    Yes    No  
 Position Requires CDL    Yes    No    40/52 Week Appointment:    Yes    No

Short-Term Disaster Designation:    Essential    Alternate    Standby  
 Long-Term Disaster Designation:    Essential    Alternate    Standby

**CHARTFIELD INFORMATION**

Organization: \_\_\_\_\_ Fund: \_\_\_\_\_

**POSITION INFORMATION**

New FTE  
 Replacement due to Vacancy. If replacement, name of former incumbent: \_\_\_\_\_  
 Preferred Candidate: \_\_\_\_\_

*Complete the following information only if new position or if existing position description needs updated OR indicate same position description as \_\_\_\_\_ . (If copy of position description needed, contact Lisa McCurdy.)*

**Basic Duties (Information to appear in greensheet)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Essential Duties**

| Percent | Duties |
|---------|--------|
|         |        |
|         |        |
|         |        |
|         |        |
|         |        |

**Qualifications/Requirements**

*(Education, Experience, Supervision, Customer Service, etc.)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Submitted By: \_\_\_\_\_ Phone: \_\_\_\_\_

*Submit completed form to Lisa McCurdy, Business Operations Human Resource, 105 Stores & Receiving Building, 2650 Kenny Road*

| To Be Completed by Business Operations |  |
|--|--|
| Position #                             |  |
| Position Dept ID                       |  |
| Requisition #                          |  |