

Recruitment Authorization

Position:Hiring Rate/Range:

Department: Budget Line:

Supervisor:

Full time

Administrator More-than-half-time:

Staff  Half time

Maintenance & Operations  Part time

Temporary: from  to

New Position Funded by:

Replacement for: College Operating Budget (see above)

       Grant Name:

**Please attach a copy of the job description and provide support below why the position needs to be filled. Attach any supporting documentation.** *(Type in the shaded box; it will expand as you type.)*

#### Initiated By Date

##### Divisional Officer Date

*VP, Admin/Finance Date*

#### President Date