

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