SANTA FE COLLEGE
PART-TIME REQUEST FOR POSITION POSTING

Budget Authority must review and approve this request prior to Human Resources (HR) posting position vacancy announcements.

POSTING INFORMATION

Type of Posting - *Select category applicable to this posting request.*

    Part-time SF   Student   TempForce

Current/Prior Employee Information   *Name:*_____ *SF ID*:_____

Documentation to end employment with SF has been_____. *Employment End Date*: _____

Proposed Closing Date-_____. (*If no closing date specified, vacancy announcement will be posted for two (2) weeks.*)

POSITION INFORMATION

Select the salary schedule classification and position information associated with this vacancy announcement.

Type: _____ Supervisor Name: _____ Division: _____

*Pay Grade: _____ *Rate of pay$* _____   per hour   per credit hour

*Applicable to Career Service, Technical Professional, Executive/Managerial & Information Technology Personnel positions.

Position Title*:*_____

If applicable, enter special comments concerning pay rate or position below.

Please send Position description/job posting information in electronic format to Human Resources.

FUNDING SOURCES

*Department Name:*_____ *Department #:*_____ *Fund %:*_____
*Department Name:*_____ *Department #:*_____ *Fund %:*_____
*Department Name:*_____ *Department #:*_____ *Fund %:*_____

REQUIRED APPROVAL SIGNATURES

*Budget Authority:*_____ Date:_____

*HR Authority:*_____ Date:_____

Human Resources Use

Request rec'd by HR on:_____ PVA received by HR on: _____ PVA Approved on: _____ PVA posted on: _____

Comments: _____