

Architecture Hire Request Form

Instructions: For all appointments, complete sections A and B.

Section A

Requested by:

Phone:

Person Requested:
(If Known)

Fund Source:

Grant Dept. Instr. BRIP

Proposed Job Title:

Proposed Time Percentile: %

Start Date:

End Date:

Position Type: Admin/Staff Undergraduate Student Work Study Graduate Student Waiver

Section B

Duties: Indicate, in descending order of importance, the essential functions (duties and responsibilities of the position including supervision, if any.)

Signature of Requestor: _____ Date:

Section C

(To be completed by Personnel /Payroll Unit)

Funding Source:

State:

Approved Title:

Other:

Title Code:

Expiration Date:

Salary:

Approved: _____

(rev. 04/07)