

NON-FACULTY POSITIONS

Budgeted Amount: _____
Requested Amount: _____
Unbudgeted Amount: _____

NEW YORK INSTITUTE OF TECHNOLOGY

Dept. # _____
Acct. # _____

RECRUITMENT AUTHORIZATION

Department: _____
Position Title: _____
APPT'T. LTR. REQUIRED? Yes _____ No _____

Salary Range:
From: _____ To: _____
Date Required: _____
Refer Applicant To: _____
Telephone Ext.: _____
Replacement? Yes _____ No _____
Name of Previous Incumbent: _____

Termination Date: _____
Salary of Previous Incumbent: _____
New Position? Yes _____ No _____
If Yes, attach explanation on a separate sheet.

Responsibilities or Position Duties:

Qualifications (Education/Experience):

Search Procedure to be used:

Approved: _____ Date: _____
Dept. Chair/Supervisor/Director

Approved: _____ Date: _____
Campus Dean

Approved: _____ Date: _____
Vice President

Approved: _____ Date: _____
Director of Personnel

Approved: _____ Date: _____
Budget Director

Approved: _____ Date: _____
President

PERSONNEL USE ONLY