



# PASTORAL CENTER REQUEST FOR NEW POSITION

## 1. REQUEST INFORMATION

Department:

Hiring Manager:

Date of Request:

Proposed Position Title:

Reports To:

## 2. POSITION DETAILS

Employment Type:      Full-Time                  Part-Time                  Temporary                  Contract

Proposed Start Date:       Hours per Week:      Exempt      Non-Exempt

Work Location:

Proposed Salary Range:

## 3. JUSTIFICATION FOR NEW POSITION

## 4. JOB SUMMARY

## 5. KEY RESPONSIBILITIES

## 6. BUDGET INFORMATION

Budgeted Position                  Not Budgeted

If not budgeted, explain funding source:

## 7. APPROVALS

Human Resources Signature:

Date:

Director Signature:

Date: