

Cal Poly Pomona Foundation, Inc.

STAFF POSITION REQUEST

NOTE: A Job Description must be submitted along with this Position Request

DATE OF REQUEST	POSITION TITLE	DEPARTMENT
PERSON LEAVING	HIRING MANAGER(S)	PROJECT ACCT. #(s)

WHERE TO ADVERTISE POSITION

<input type="checkbox"/> Foundation Website <input type="checkbox"/> Indeed (cost may apply) <input type="checkbox"/> AOA Website <input type="checkbox"/> CalJOBS <input type="checkbox"/> Career Center	<input type="checkbox"/> Monster (costs apply) <input type="checkbox"/> HigherEdJobs (costs apply) <input type="checkbox"/> LinkedIn (costs apply) <input type="checkbox"/> Trade or Other Sites:	DATE TO BE FILLED
		DATE(S) TO ADVERTISE
		COST NOT TO EXCEED \$

CONDITIONS OF EMPLOYMENT

<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> On Call <input type="checkbox"/> Student <input type="checkbox"/> Temporary-Assignment Dates: _____ (not to exceed 6 months)	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt (Hourly)	SALARY: \$
	<input type="checkbox"/> Benefited <input type="checkbox"/> Partial Benefitted <input type="checkbox"/> Non-Benefited	<input type="checkbox"/> Hour <input type="checkbox"/> Biweekly <input type="checkbox"/> Annual
	Number of Hires _____	WORK LOCATION: <input type="checkbox"/> On Campus <input type="checkbox"/> Hybrid <input type="checkbox"/> Remote
		WEEKLY HOURS:

RESPONSIBILITIES INCLUDE (mark all that apply)

<input type="checkbox"/> Handling Cash and/or Credit Cards <input type="checkbox"/> Supervisory Responsibilities <input type="checkbox"/> Working at University Village <input type="checkbox"/> Working with Minors	<input type="checkbox"/> Driving Foundation Vans, Carts, Etc. <input type="checkbox"/> Other:
These responsibilities will require a satisfactory background check, Live Scan finger printing, and/or specific training.	

APPROVAL SIGNATURES

INITIATING SUPERVISOR/MANAGER SIGNATURE

DATE

MANAGER OF INITIATING SUPERVISOR SIGNATURE

DATE

DIRECTOR/DEAN SIGNATURE

DATE

EXECUTIVE DIRECTOR SIGNATURE

DATE

GRANTS/CONTRACTS SIGNATURE

DATE

HUMAN RESOURCES SIGNATURE

DATE