

# DAKOTA COLLEGE AT BOTTINEAU

## Request for New Position

Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

Position Title: \_\_\_\_\_

Expected Salary Range: \_\_\_\_\_

Contract Dates: From \_\_\_\_\_ To \_\_\_\_\_

**HR Use Only**

Position #: \_\_\_\_\_ Job Code: \_\_\_\_\_

Term (mos): \_\_\_\_\_ FTE (%): \_\_\_\_\_

Expected Benefits: \_\_\_\_\_

**Type of Appointment / Contract:**

Faculty     Staff     Adjunct     Coach

Full-time     Part-time     Interim

Benefited     Non-benefited

<u>Fund</u>	<u>Dept</u>	<u>Program</u>	<u>Project</u>	<u>%</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Brief Position Description (Attach Position Description): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

Department Director \_\_\_\_\_

Date \_\_\_\_\_

Campus Dean \_\_\_\_\_

Date \_\_\_\_\_

Director of Business Affairs \_\_\_\_\_

Date \_\_\_\_\_

Payroll \_\_\_\_\_

Date \_\_\_\_\_

**For Payroll Use**

Date received by Payroll: \_\_\_\_\_

Date entered into PeopleSoft: \_\_\_\_\_