

Request Create a NEW Position Form

Please review NDSU [Policy 241: Broadbanding](#) and [129: Salary Administration Policy](#)

***Attach the position description.**

***Text space is limited. If more space is needed, continue on a separate sheet of paper and submit with this form.**

Requested by _____ Requested Date _____

Department _____ Department Number _____

Position Number _____ Effective Date _____

Please check all that apply to the NEW position

- Full time
 Part time
 If part time indicate hours per week per wk
 9 month
 10 month
 11 month
 12 month
 Exempt*
 Non-Exempt
 Unknown
 *HR will determine if position is "exempt" based on the position description

Anticipated cost if approved: Salary Fringes Market (contact Vice Provost office with questions)

If Data is Available:

Dept #	<input type="text"/>	Fund #	<input type="text"/>	Program #	<input type="text"/>	Project #	<input type="text"/>
Dept #	<input type="text"/>	Fund #	<input type="text"/>	Program #	<input type="text"/>	Project #	<input type="text"/>
Dept #	<input type="text"/>	Fund #	<input type="text"/>	Program #	<input type="text"/>	Project #	<input type="text"/>

Job Family Name proposed [use drop down box]

Recommended Title

For assistance in developing or determining a Functional Title, please contact the NDSU Human Resources Director

Rationale:

Should this request be approved, how will it be funded: [include funding source]

Explain impact if request is not approved:

Director _____ Date _____

Associate Vice Provost _____ Date _____

Approved Denied

Vice Provost _____ Date _____

Approved Denied

[Revised March 2019]