

Position Form – New Action

Justification	
Action Number: (Number assigned upon first save) More Information	
Action Type: More Information	
Justification for Request: More Information	
Requested Effective Date: (Stipends and Equities only)	

Position Information	
Dept:	
Position Number: (Assigned when added to Library) More Information	
Position: (Working Title) More Information	
Requested Payroll Title:	
Requested MSP Salary Grade: More Information	

Immediate Supervisor	
Supervisor Name:	
Supervisor Payroll Title:	
Supervisor Phone Number:	
Users with Permission to Access:	

Position Details	
Job Summary: More Information	

Campus Job Scope: More Information	
Department Specific Job Scope: More Information	
Positions Supervised: (List payroll title and # of FTE) More Information	
Essential Responsibilities: (Functions) More Information	
Physical Demands: More Information	
Work Environment: More Information	
Qualifications	
Minimum Qualifications: More Information	
Preferred Qualifications: More Information	
Expectations	
Job Expectations More Information	