

### Request for Temporary Position

NAME OF HIRING OFFICIAL - \_\_\_\_\_

Choose a Job Title -

<u>TITLE</u>	<u>PAY RANGE</u>	<u>TITLE</u>	<u>PAY RANGE</u>
_____ T100 Accounting Support	\$5.15-15.00	_____ T640 Research & Lab. Support	\$5.15-14.00
_____ T140 Office Support	\$5.15-12.00	_____ T660 Research & Lab. Specialist	\$5.15-22.00
_____ T500 Information Tech. Support	\$5.15-15.00	_____ T670 Agricultural Support	\$5.15-14.00
_____ T520 Information Tech. Specialist	\$5.15-26.00	_____ T680 Agricultural Specialist	\$5.15-18.00

**Job Description/Duties -**

**Basic Qualifications -**

**Preferred Qualifications (not required) -**

**How, When, & Where will the position be posted &/or announced - (Send/Attach copy of flyer/posting)**

Deadline for applicants to submit applications - \_\_\_\_\_

**REMINDER;** Information on how the applicants need to apply:

All applications and any other hiring materials must be submitted to Laurinda Perez per your instructions (example: by drop off, mail and/or email only). The announcement needs to state: *“Only persons submitting an application using the method listed will be considered for employment.”*