

ST. CLOUD STATE UNIVERSITY
MNSCU ADMINISTRATOR EMPLOYMENT REQUEST FORM
NON-BARGAINING UNIT

This form must be accompanied by an appropriate affirmative action report and the vacancy notice for this position. If the Employment Request is for a new employee, transcripts, credentials, an Unclassified Personnel Application Form, and a Prior Experience Evaluation Form must also be included. If the person has been previously employed here, this information may be on file in the Human Resources Office. A copy of this form will be returned to the Unit Vice President.

Name _____ Address _____

Title _____ Salary Range _____ Base Salary _____
(12 Month)

Appointment Salary _____ Appointment Period _____

Appointment is _____ percent of full time during the contract period.

Previously employed at St. Cloud State? Yes _____ No _____ If yes, did you contest? _____

SPECIAL ASSIGNMENTS: List special assignments; include _____ or non-teaching assignment(s).

- Sample -

SOURCE OF FUNDING:

- ____ M & E, Account # _____
- ____ Health Service
- ____ Residence Hall
- ____ Student Union
- ____ Other: (Specify) _____

ALLOCATION INFORMATION:

- ____ Replacement for _____
(Name)
- ____ Additional Position
- ____ Other: (Specify) _____

APPROVAL OF EMPLOYMENT REQUEST: (Note any conditions above or on separate sheet)

Supervisor _____ Date _____

Unit Vice President _____ Date _____

Affirmative Action Officer _____ Date _____

Human Resources Director _____ Date _____

President _____ Date _____