

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

- If the Employment Request is for a new employee, the Dean/Associate hiring department will need to log in to NEOGOV and print the Job Posting, Notice of Vacancy, the New Hire Application, Vita, Transcripts, and References and attach to this form.
- 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: \_\_\_\_\_ Tech ID: \_\_\_\_\_  
(First) (Middle initial) (Last)

**Department:** \_\_\_\_\_ **Campus Address:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

Base Salary (12 month): \_\_\_\_\_

Interim: *(specify date permanent search is expected to be concluded)* \_\_\_\_\_

Permanent Appointment: *(specify date search was concluded)* \_\_\_\_\_

Appointment Salary: \_\_\_\_\_

Appointment Period: \_\_\_\_\_

Appointment is \_\_\_\_\_ percent of full time during the contract period.

Previously employed at St. Cloud State?

\_\_\_\_\_ Yes (if yes, indicate last year of employment): \_\_\_\_\_  
\_\_\_\_\_ No

SPECIAL ASSIGNMENTS: List special assignments; include percentage of teaching and/or non teaching assignment(s).

**SOURCE OF FUNDING:**

\_\_\_\_\_ M&E/Cost Center # \_\_\_\_\_  
\_\_\_\_\_ Health Service  
\_\_\_\_\_ Residence Hall  
\_\_\_\_\_ Student Union  
\_\_\_\_\_ Other: (Specify) \_\_\_\_\_

**IDENTIFICATION OF POSITION:**

Requisition # \_\_\_\_\_ PCN: \_\_\_\_\_  
\_\_\_\_\_ Replacement for \_\_\_\_\_  
\_\_\_\_\_ Additional Position  
\_\_\_\_\_ Other: (Specify) \_\_\_\_\_

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

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

HFER approved  Initial and Date: \_\_\_\_\_ Date \_\_\_\_\_

Institutional Equity and Access Officer \_\_\_\_\_ Date \_\_\_\_\_

Unit Vice President \_\_\_\_\_ Date \_\_\_\_\_

---

Salary Approved \$ \_\_\_\_\_

Human Resources Director \_\_\_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_