

MARS HILL UNIVERSITY
Request to Post Position Vacancy Form

This form is to request HR to circulate approval paperwork to post your vacant position.

POSITION INFORMATION

New Position

Fill a Vacancy - _____

Currently in Budget Replacing Whom

Position Title _____

Department Name _____

Budget Number _____

Requested Hire Date _____

Position Type

Exempt Status

Work Time

Pay Class

COMPENSATION

Currently in Budget at this Salary: _____

New Position:

Requested Salary:

\$

Requested Hourly Wage:

\$

REQUESTOR

Requestor Signature: _____

Date: _____

When complete, save and email this form to buffy_fowler@mhu.edu in Human Resources, to initiate a Request for Position.