

**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 [sramsey@mhu.edu](mailto:sramsey@mhu.edu) in Human Resources, to initiate a Request for Position.**