



**APPROVAL FOR CREATING A STAFF POSITION**

Any new staff position must be approved by the appropriate Vice President in conjunction with the Executive Team. Please complete this form and return it to the Treasurer’s Office for approval prior to posting and filling the position.

Department \_\_\_\_\_

Vice President \_\_\_\_\_

Position (proposed title) \_\_\_\_\_

Brief Job Description (or attach full)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor of new position

Name \_\_\_\_\_

Title \_\_\_\_\_

Classification of position in accordance with staff salary scale

\_\_\_\_\_

Proposed salary range \_\_\_\_\_

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**Approvals**

**Date**

Immediate Supervisor \_\_\_\_\_

Area Vice President \_\_\_\_\_

VP & Treasurer \_\_\_\_\_