

**PARIS JUNIOR COLLEGE
POSITION REQUISITION REQUEST**

This Position Requisition Request must be completed for every existing and proposed position, except adjunct faculty, to be filled at Paris Junior College. The supervisor of the position must submit the form, along with a new or revised job description, to the Director of Human Resources. The request will be forwarded to the President of Paris Junior College for final approval before the position may be advertised or filled.

_____ New Position _____ Existing Position

Position Title: _____

Department/Division: _____

If existing position, last employee and date vacated: _____

Account Number(s):

_____ Institutional Funding _____

_____ Special Funding _____

Salary Range: _____

Supervisor Approval	Date
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Vice President Approval	Date
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Director of Human Resources Review	Date
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Vice President of Business Services Approval	Date
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President (required if new position)	Date
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