

Notre Dame de Namur University Personnel Requisition:

Position Title:	Today's Date:
Department:	Reports To:
Application Deadline: (Date or Open until filled)	Expected Start Date:
Budget Account Number:	
Contact Person for this Requisition, Job Title and Ext.	

Job Type:

Check	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	Replacement for: _____
Check	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	Hours _____ per week
<input type="checkbox"/>	Temporary from _____ to _____		Hours _____ per week

Marketing:

<input type="checkbox"/> Internal: NDNU website <input type="checkbox"/> NDNU-partnered external websites: Free for Academic Keys, Inside Higher Ed and Norcal <input type="checkbox"/> HERC External: Fee may be charged to your department (please list which websites below). 1. _____ 2. _____ Budget Account Number if different from above: _____

Search Committee Information:

Chair:	Diversity Member:
1.	2.
3.	4.

Approvals:

Requestor (Print):	Signature:
Admin./Manager (Print):	Signature:
VP of Division (Print):	Signature:
HR (Print):	Signature:

Please email this Personnel Requisition and the Job Description in the proper format (Word Document Only) to Dr. Karen D. White at kwhite@ndnu.edu for HR approval.

Salary/Benefits (For HR Use Only):

Exempt

Non-Exempt

Salary \$ _____ per _____; _____ months/year Job Level: _____

Benefits Eligible Union Eligible

CUPA Code #: _____

Revised 02/2022