

Instructions for completing and submitting the Staff Position Request form:

1. Complete the fields below to indicate the position and posting information.
2. Email the Staff Position Request form to HR_Staffing@southtexascollege.edu.

Providing inaccurate information and/or not completing all fields of the form may result in rejection or delay of the request.

Position Information	
Position Number	Position number is required for Staffing Plan positions. Enter "TEMP" for full-time temporary positions. Enter "GRANT" for grant funded positions.
Position Title	
Organization Code	
Organization Title	
Replacement For	

Hiring Manager and Financial Manager Information				
Role	Name	Employee ID Number	Email ID (exclude @southtexascollege.edu)	Position Title and Department
Hiring Manager				
Financial Manager				
Principal Investigator (if applicable)				

Funding Source Information				
Type (Staffing Plan, Pool, Salary Savings, Grant, Auxiliary)	Position Number	Organization Code	Organization Title	% or \$

Posting Details	
Location	Location (campus) of assignment.
Desired Open Date	Date position will be initiated for approval.
Desired Close Date	Positions must be advertised on the South Texas College website for a minimum of fifteen (15) calendar days.
Desired Start Date	Tentative assignment start date (subject to revision by Human Resources upon acceptance of offer of employment).
Temporary End Date	Date is required for full-time temporary and grant funded positions. Temporary end date may not exceed August 31 of the current fiscal year.