

CAL POLY POMONA FOUNDATION, INC.
Quality Service Supporting Quality Education

STAFF POSITION REQUEST

Classification: _____ Date of Request: _____ Department: _____

Person Leaving: _____ Date to be filled: _____ Charge Account # _____

Where to Advertise Position:

- | | | |
|---|---|--|
| <input type="checkbox"/> Daily Bulletin | <input type="checkbox"/> San Gabriel Valley Tribune | <input type="checkbox"/> Orange County Register |
| <input type="checkbox"/> L.A Times/Career Builder | <input type="checkbox"/> L.A Times/Newspaper | <input type="checkbox"/> Pennysaver |
| <input type="checkbox"/> Monster | <input type="checkbox"/> Hotjobs-Yahoo | <input type="checkbox"/> AOA Website |
| <input type="checkbox"/> Trade Website: _____ | | <input type="checkbox"/> On Campus (posted for 5 days) |

Section of Newspaper to advertise in: _____ Date(s) to advertise: _____

Cost not to exceed:\$ _____

APPROVAL _____ Ext. _____ Fax _____

Department Director/Manager (must have budget authority)

(Signature authorizes Foundation Human Resources to charge the above account number for all recruitment costs.)

If applicable: OFFICE OF GRANTS & CONTRACTS APPROVAL: _____

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CONDITIONS OF EMPLOYMENT

- Full Time Part Time On Call Full Benefits No Benefits

Temporary Assignment: Dates _____ (not to exceed 6 months)

Exempt Status Non-Exempt Salary: \$ _____ Hour Month Other

Work schedule _____ # of hours _____ Week Month

Responsibilities include: Cash Inventory or Merchandise Other _____
These responsibilities will require background check and/or signing of Conflict of Interest letter.

SKILLS DESIRED & EDUCATION

Typing/Keyboarding _____ wpm Ten Key (by touch) E-Mail Internet Other _____

PC SKILLS: MS Word Excel/Spreadsheets Word Perfect Access Other _____

High School Diploma College Degree Trade School/Certificate Other _____

PHYSICAL REQUIREMENTS

Stationary Work: sitting at desk or driving **Verbal Communication:** public contact/phone or person

Mobility: walking, standing, bending, pushing, pulling, etc. **Dexterity:** handling, writing, reaching, grasping, etc.

Other Senses required: taste, smell, hearing **Lifting:** ___5-20# ___20-30# ___30-80# ___80# plus

Other: Good driving record; DMV printout required.

Please Note: A Job Description Must Be Submitted Along With A Position Overview For A Job Announcement To Be Created.