



UNIVERSITY
of MOBILE

Higher Education for a Higher Purpose

New/Replacement Position Request Form

Department _____

Request by _____ Date _____

Title of Position or Replacement _____

New Position or Replacement? (Circle One)

If new position, briefly explain or give reason:

If replacement, whom are you replacing: _____

Annual Salary _____

Position Account No. _____

Are funds allocated in this account for this position? Yes or No

Websites to Post Job Opening:

Account No. to Charge Advertisement Expense: _____

Posting Dates: From _____ To _____

Information to be included in Job Posting:

Department VP _____ Date _____

Vice Pres for Business Affairs _____ Date _____

President _____ Date _____