

Penn State Extension - Request to Fill a County-Based Administrative Support Position

Director's Office Contact: Diane Maggs dqm6@psu.edu

HR Contact: Jenny Price jlm876@psu.edu

<p>Position Title: Administrative Support Assistant</p> <p>Level(s): 1 2 3 (select up to 3)</p> <p style="text-align: center;"> <input type="checkbox"/> PSU Employee <input type="checkbox"/> County Employee <input type="checkbox"/> Association Employee </p> <p>County Served: _____</p>	<p>Appointment Information:</p> <p><input type="checkbox"/> Standing</p> <p><input type="checkbox"/> Fixed-Term</p> <p>If fixed-term, possibility of re-funding:</p> <p><input type="checkbox"/> Good <input type="checkbox"/> Excellent</p> <p><input type="checkbox"/> HR88 - %FTE _____</p> <p>If HR88: # of Hours/Week: _____</p> <p style="text-align: right;">Days/Week: _____</p>
<p>County Address: _____</p>	
<p>Type of Request:</p> <p><input type="checkbox"/> New Position</p> <p><input type="checkbox"/> Replacement Position – Formerly Held by: _____</p>	
<p>Position # (to be completed by Admin Services): _____</p>	<p>Source of Funding: _____</p>
<p>Funding Available for Salary & Benefits: _____</p>	<p>Current Fringe Rate: % + 1%UC (of base salary)</p> <p><small>Fringe information can be found at: https://www.research.psu.edu/sites/default/files/2016-08-18%20Rate%20Sheet.pdf</small></p>
<p>Budget Information (to be completed by Director's Office):</p> <p>Home Budget: _____ Fund: _____ Extension Project: _____</p> <p>Budget: _____ Fund: _____ Extension Project: _____ Amount: _____</p> <p>Budget: _____ Fund: _____ Extension Project: _____ Amount: _____</p> <p>Budget: _____ Fund: _____ Extension Project: _____ Amount: _____</p> <p>Advertising Costs:</p> <p>Budget: _____ Fund: _____ Extension Project: _____</p>	
<p>Background Check Information:</p> <p><input type="checkbox"/> Authorized Adult per AD39 <input type="checkbox"/> MVR Check <input type="checkbox"/> Credit Check <input type="checkbox"/> License Verification</p>	
<p>**Signature Approvals**</p>	
<p>Area Business Operations Manager: _____ Date: _____</p> <p style="text-align: center;">Print name: _____</p>	
<p>Associate Director of Business Operations _____ Date: _____</p> <p style="text-align: center;">Stephen Buchholz</p>	
<p>CAS Administrative Services: _____ Date: _____</p> <p style="text-align: center;">Denise Miller</p>	

Penn State is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to minorities, women, veterans, disabled individuals, and other protected groups.