

# Penn State Extension - Request to Fill a County-Based Educator or Program Assistant Position

\*Obtain all Department signatures before submitting to Administrative Services for approval\*

<b>Position Title:</b>  <b>Working Title:</b>  <b>Level(s):</b> 1       2       3       4       5 <small>(select up to 3)</small> <b># of Positions:</b>	<b>Appointment Information:</b> <input type="checkbox"/> Standing <input type="checkbox"/> Fixed-Term If fixed-term, possibility of re-funding: <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/> HR88 - %FTE _____ If HR88: # of Hours/Week: _____ Days/Week: _____
<b>Counties Served:</b>	<b>Administrative Unit:</b> _____ <b>Ext. Proj. #:</b> _____
<b>Base of Operation (location &amp; address):</b>	
<b>Type of Request:</b> <input type="checkbox"/> New Position <input type="checkbox"/> Replacement Position – Formerly Held by: _____	
<b>Position # (to be completed by Admin Services):</b>	<b>Source of Funding:</b>
<b>Funding Available for Salary &amp; Benefits:</b>	<b>Current Fringe Rate:</b> % + 1%UC (of base salary) <small>Fringe information can be found at: <a href="https://www.research.psu.edu/sites/default/files/2016-08-18%20Rate%20Sheet.pdf">https://www.research.psu.edu/sites/default/files/2016-08-18%20Rate%20Sheet.pdf</a></small>
<b>Budget Information (to be completed by Director's Office):</b> <b>Home Budget (Cost Center):</b> _____ <b>IO#:</b> _____  Cost Center: _____ <b>IO#:</b> _____ <b>Amount:</b> \$ _____ Cost Center: _____ <b>IO#:</b> _____ <b>Amount:</b> \$ _____ <span style="float: right;"><b>Funding Verified by:</b></span>  <b>Advertising Costs:</b> <b>IO#:</b> _____ <b>Limit:</b> \$ _____	
<b>Background Check Information:</b> <input type="checkbox"/> Authorized Adult per AD39 <input type="checkbox"/> MVR Check <input type="checkbox"/> Credit Check <input type="checkbox"/> License Verification	
<b>Educator/Program Assistant Start-Up Costs sheet attached?</b> Yes      No  <p style="text-align: center;"><b>**Signature Approvals**</b></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <b>Assistant Director of Programs</b> </div> <div style="width: 30%; text-align: center;"> <b>Associate Director of Extension</b>                      Katherine Cason                 </div> <div style="width: 30%; text-align: right;"> <b>CAS Administrative Services</b>                      Lesley Maalouf                 </div> </div>	