

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

Obtain all Department signatures before submitting to Administrative Services for approval

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| Position Title: Administrative Support Assistant Level(s): 1 2 3 (select up to 3) <div style="display: flex; justify-content: space-around;"> PSU Employee County Employee </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> Association Employee </div> County Served: _____ | Appointment Information: <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: _____ |
| County Address: _____ | |
| Type of Request: <input type="checkbox"/> New Position <input type="checkbox"/> Replacement Position – Formerly Held by: _____ | |
| Position # (to be completed by Admin Services): _____ | Source of Funding: _____ |
| Funding Available for Salary & Benefits: _____ | Current Fringe Rate: % <small>Fringe information can be found at: https://www.research.psu.edu/sites/default/files/2016-08-18%20Rate%20Sheet.pdf</small> |
| Budget Information (to be completed by Director's Office): Home Budget: _____ Fund: _____ Extension Project: _____ Budget: _____ Fund: _____ Extension Project: _____ Amount: _____ Budget: _____ Fund: _____ Extension Project: _____ Amount: _____ Budget: _____ Fund: _____ Extension Project: _____ Amount: _____ Advertising Costs: Budget: _____ Fund: _____ Extension Project: _____ | |
| Background Check Information: <input type="checkbox"/> Authorized Adult per AD39 <input type="checkbox"/> MVR Check <input type="checkbox"/> Credit Check <input type="checkbox"/> License Verification | |
| **Signature Approvals** | |
| Area Business Operations Manager: _____ Date: _____ Print name: _____ | |
| Associate Director of Business Operations _____ Date: _____ Stephen Buchholz | |
| CAS Administrative Services: _____ Date: _____ Whitney Fisher | |

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