## 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\*

Position Title:	Appointment Information:
	☐ Standing
Working Title:	☐ Fixed-Term
Level(s): 1 2 3 4 5	If fixed-term, possibility of re-funding:
<b>Level(s):</b> 1 2 3 4 5 (select up to 3)	☐Good ☐Excellent
# of Positions:	HR88 - %FTE
# OF FOSITIONS.	If HR88: # of Hours/Week:
Counties Served:	Days/Week:  Administrative Unit: Ext. Proj. #:
Counties Served.	Administrative offic.
Base of Operation (location & address):	
Type of Request:	
☐ New Position	
Replacement Position – Formerly Held by:	
Position # (to be completed by Admin Services):	Source of Funding:
Funding Ausilable for Colomy & Donafites	Command Estimate Raday
Funding Available for Salary & Benefits:	Current Fringe Rate: % + 1%UC (of base salary)
	Fringe information can be found at: https://www.research.psu.edu/sites/default/files/2016-08-18%20Rate% 20Sheet.pdf
Budget Information (to be completed by Director's Office):	
Home Budget (Cost Center): IO#:	
Cost Center: IO#:	Amount: \$
Cost Center: IO#:	Funding Verified by:
Advertising Costs: IO#:	Limit: \$
Advertising costs.	LIIIII. 9
Background Check Information:	
☐ Authorized Adult per AD39 ☐ MVR Check	☐ Credit Check ☐ License Verification
Educator/Program Assistant Start-Up Costs sheet attached? Yes No	
**Signature Approvals**	
	irector of Extension CAS Administrative Services  Prine Cason Lesley Maalouf
Kathe	erine Cason Lesley Maalout

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.