

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: Working Title: Level(s): 1 2 3 4 5 (select up to 3) # of Positions:	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: _____
Counties Served:	Administrative Unit: _____ Ext. Proj. #: _____
Base of Operation (location & 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: % + 1%UC (of base salary) <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 (Cost Center): _____ IO#: _____ Cost Center: _____ IO#: _____ Amount: \$ _____ Cost Center: _____ IO#: _____ Amount: \$ _____ Funding Verified by: Advertising Costs: IO#: _____ Limit: \$ _____	
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	
Educator/Program Assistant Start-Up Costs sheet attached? Yes No <p style="text-align: center;">**Signature Approvals**</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;"> Assistant Director of Programs _____ </div> <div style="text-align: center;"> Associate Director of Extension Katherine Cason </div> <div style="text-align: center;"> CAS Administrative Services Lesley Maalouf </div> </div>	