

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

Director's Office Contact: Diane Maggs [dqm6@psu.edu](mailto:dqm6@psu.edu)

HR Contact: Jenny Price [jlm876@psu.edu](mailto:jlm876@psu.edu)

<p><b>Position Title:</b> Administrative Support Assistant</p> <p><b>Level(s):</b>    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><b>County Served:</b> _____</p>	<p><b>Appointment Information:</b></p> <p><input type="checkbox"/> Standing</p> <p><input type="checkbox"/> Fixed-Term</p> <p>If fixed-term, possibility of re-funding:</p> <p style="padding-left: 20px;"><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="padding-left: 100px;">Days/Week: _____</p>
<p><b>County Address:</b> _____</p>	
<p><b>Type of Request:</b></p> <p><input type="checkbox"/> New Position</p> <p><input type="checkbox"/> Replacement Position – Formerly Held by: _____</p>	
<p><b>Position #</b> (to be completed by Admin Services): _____</p>	<p><b>Source of Funding:</b> _____</p>
<p><b>Funding Available for Salary &amp; Benefits:</b> _____</p>	<p><b>Current Fringe Rate:</b></p> <p style="text-align: center;">% + 1%UC (of base salary)</p> <p><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></p>
<p><b>Budget Information</b> (to be completed by Director's Office):</p> <p><b>Home Budget:</b> _____ 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><b>Advertising Costs:</b></p> <p>Budget: _____ Fund: _____ Extension Project: _____</p>	
<p><b>Background Check Information:</b></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><b>**Signature Approvals**</b></p>	
<p><b>Area Business Operations Manager:</b> _____ Date: _____</p> <p style="padding-left: 100px;">Print name: _____</p>	
<p><b>Associate Director of Business Operations</b> _____ Date: _____</p> <p style="text-align: center;">Stephen Buchholz</p>	
<p><b>CAS Administrative Services:</b> _____ Date: _____</p> <p style="text-align: center;">Denise Miller</p>	

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