SUNY RF
The Research Foundation for The State University of New York

Personnel Requisition
Position Description

PROJECT NO. _____ TASK NO. _____ AWARD NO. _____	OFFICIAL TITLE AND SALARY GRADE	VACANCY NO.	RF REQ NO.
	ORACLE ORGANIZATION	SUPERVISOR	
_ FIRST APPOINTMENT TO POSITION _ REPLACEMENT	NAME OF PREVIOUS INCUMBENT	HOURS OF WORK: From _____ AM/PM To _____ AM/PM	

DESIRED STARTING DATE	SALARY/ WAGE RANGE	ANNUAL HOURLY	TO BE INTERVIEWED BY: LOCATION OF INTERVIEW: TELEPHONE EXTENSION: MAIL STOP CODE: EMAIL ADDRESS:	DAYS OF WEEK: HOURS PER WEEK:
Location in hospital? Yes No Service in hospital? Yes No				

QUALIFICATIONS REQUESTED

INDICATE MINIMUM EDUCATION, TRAINING, WORK EXPERIENCE, ETC. **REQUIRED**:

INDICATE ANY ADDITIONAL EDUCATION, TRAINING, WORK EXPERIENCE, ETC. THAT MIGHT BE **PREFERRED**:

DESCRIPTION OF POSITION TO BE FILLED

TO HELP IN RECRUITING FOR THIS POSITION, DESCRIBE BRIEFLY THE DUTIES AND RESPONSIBILITIES. CONTINUE ON A SEPARATE SHEET IF ADDITIONAL SPACE IS REQUIRED.

EST. PCT. EFFORT	JOB DETAILS
_____	_____
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SIGNATURES AND APPROVALS REQUIRED

PROJECT DIRECTOR/DATE	DEPARTMENT CHAIR/DATE
VICE PRESIDENTIAL APPROVAL/DATE	

FOR OFFICE OF RESEARCH ADMINISTRATION USE ONLY

CLASSIFICATION & COMPENSATION APPROVAL DATE	FUNDS AVAILABILITY APPROVAL DATE	
APPROVAL TO RECRUIT DATE	SALARY RANGE	CANDIDATE SELECTED
COMMENTS		

Revised: 09/20