

West Virginia University Research Corporation Position Creation Request

The West Virginia Research Corporation (WVURC) is a not-for profit corporation, separate from, but functioning in support of the WVU research enterprise. Positions created through the WVURC are to advance the research and/or economic development missions of WVU. Please provide the information requested; all fields are required. Please type "N/A," if non-applicable. Once completed and signed, please mail form to: WVURC HR Dept., PO Box 6221, Morgantown, WV 26506, or email to RCclassandcomp@mail.wvu.edu. Thank you for your cooperation.

Request a new position

OR

Replace a pre-existing position

Replacing

Number of positions to hire

Hours per week

Position Type

Please explain how this position will advance the research and/or economic missions of WVU.

Please describe the purpose of this position.

Please list the primary duties (at least 3) for this position.

Do Research Corporation funds exist to support this position, including the 25 % fringe (if applicable)?

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Advertising is required for all positions. What is the funding line for advertising? (You must include **all 6 parts** of GL accounts, or **all 5 parts** of POETA accounts).

Advertising Budget Allowance \$

Type of advertising preferred (check all that apply)

- Local Newspaper (approx. \$350/day) Regional newspaper (approx. \$1,000/day; usually includes Monster.com, etc.)
 Other (type below) Internet job search engines (example: Monster.com is usually around \$225)

Related listservs, etc., or other advertising:

Contact me to discuss all of my recruitment options.

Has this position ever existed through the WVU employment state system?

If yes, what type? Non-classified Faculty FEAP Classified Mountaineer Temp

If yes, what title and position number?

If yes, what is the reason the position is vacant?

Department Budget Contact (Name, email, phone)

Signature & Date required - Hiring Supervisor

*Hiring Supervisor - sign on line; print name, phone, e-mail in box

Signature & Date required - Director/Chair

*Authorizing Director/Chairperson - sign on line; print name in box

Signature & Date required - Dean/VP

*Authorizing Dean/Vice President - sign on line; print name in box

Signature & Date required - EBO Director

*Authorizing EBO Director - sign on line; print name in box

* Incomplete information and/or missing signatures will delay position development.