



**Office of Human Resources – Part Time Request to Hire Form**

**Section I – To be completed by the Hiring Department**

(Please Print)

**Department Information**

Division: \_\_\_\_\_

Department: \_\_\_\_\_ Budget Code # \_\_\_\_\_

*Required*

*If funding is not from your department, provide budget source name.*

Funding name: \_\_\_\_\_ GL Code # \_\_\_\_\_

*Required*

**Position Information**

Part Time Staff: (Employees employed for less than 28 hours per week, no specific duration of employment, and not represented by a union)

Position Title: \_\_\_\_\_

(1) Proposed Hourly Rate: \$ \_\_\_\_\_

(4) # of hours per week: \_\_\_\_\_

(2) Proposed Start Date: \_\_\_\_\_

(5) # of weeks: \_\_\_\_\_

(3) Proposed End Date: \_\_\_\_\_

(6) Total Budget for Assignment: \_\_\_\_\_

(7) Previous Incumbent: \_\_\_\_\_

*Please check this box once you have confirmed that the budget has sufficient funds:*

***(All appointments should be scheduled to begin on a Monday and at least 2 weeks after the completed submitted form)***

Position Reports To: \_\_\_\_\_

No. of Requests: \_\_\_\_\_

***(A proposed job description is required for each request unless the job***

***description is the same for each position)***

***ALL RENEWAL REQUESTS MUST BE RECEIVED 30 DAYS PRIOR TO APPOINTMENT DATE.***

Do you anticipate this position will exceed 12 months? Yes  or No

\* Any adjunct employment may affect total number of hours needed for PT position.

### Required Attachments:

•If a candidate has been identified for the position, submit an updated job description and the candidate’s resume along with this authorization form to the Office of Human Resources for review and final approval.

Signature of Hiring Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Executive Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

*\*An email will be sent to the requesting department indicating if the request to fill a classified hourly position has been approved. **Selected candidates must not be allowed to begin working until authorization has been received from Human Resources.** Failure to adhere to these procedures may result in disciplinary action.*

*Any request form submitted and not processed within each semester will be considered voided and a new request will be required*

### Section II – To be completed by the Office of Human Resources

Approved  Not Approved

(Email Notification)  (Reason for Denial): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section III – Rates and Duties

Rates	Category	Job Duties
\$11.00 - \$15.00	Clerical/Office Assistant	Performs a variety of routine clerical tasks, including answering telephone calls; typing or use of Microsoft Office Suite, operate office machines (such as copier and fax), sort and distribute mail, records maintenance, acts as a messenger. Interacts with customers to provide information in response to inquiries about processes, products or services. May handle a variety of student support and faculty coordination duties. Appointments in this group do not have supervisory responsibilities.
\$16.00 - \$20.00	Administrative Support	Types letters, memoranda, charts and similar materials. Can act as a cashier and assist in the coordination of events, conferences and meetings. Performs clerical library duties by assisting patrons and organizing library materials and information. Applies knowledge of programs, procedures, and policies to provide business support. Matches invoices to purchase orders or vouchers, performs financial data entry, recordkeeping and may process financial transactions. This position allows for independent decision making.
\$16.00 - \$25.00	Student Services	Assist in instructional programs, including tutoring, recruiting, and assisting students (and faculty) in areas such as reading and mathematics Applies knowledge of programs, procedures, and policies to provide administrative support and assistance in a student service function. May serve as test proctors and student mentors. May assist with seasonal programs that support the greater Bergen County Community.
\$15.00 - \$29.00	Information Technology (IT)	Performs a range of work in the area of Information technology. Provides technical support, troubleshoots and resolves urgent technical issues, and responds to help request. Assist with routine operations and problems resolutions of computing and/or communications functions. Performs work in technical support areas, applications development operations, help desk and similar environments. Documents service repairs and escalates complex issues to higher level IT personnel.
\$16.00 - \$20.00	Theater Assistant	Assist full-time Theater personnel as lighting and production assistants, stage hands, set builders and other theater art technicians and assistants.

TBD – Based on Education and Experience	Specialized Positions	All specialized positions require a minimum of an Associate’s Degree, a minimum of 2 years’ experience and may require NJ State required license/certification. Salary rates for positions in these categories will be determined by education and experience.
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