



Office of Human Resources – Part Time Request to Hire and/or Extension Form

Section I – To be completed by the Hiring Department

(Please Print)

Department Information

Division: _____ **New** **Extension**

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 and with no specific duration of employment)

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 proposed start dates 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 START DATE.

**** 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 the position has been approved. **Selected candidates must not be allowed to begin working until authorization has been received from Human Resources.*

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 – Employee Information

Name: _____

Address: _____

Telephone:

Cell: _____ **Home:** _____

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 and Academic Support	Assist in instructional programs, including tutoring, recruiting, and assisting students (and faculty) in areas such as reading and mathematics. Will assist in various academic and laboratory environments. 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’ work experience, and may require a NJ State license or certification. Salary rates for positions in these categories will be determined by education and experience.
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