

# **Position Request Approvals**

## Positions that must go to Position Review Committee:

- Ledger one funded/state funded positions
- 2. #1 and Newly created positions
- 3. All faculty new and replacement positions
- 4. Complete the Position Review Template and send with a job description to tulsa.hr@okstate.edu

### Temporary, student worker or part-time positions:

- Department head and budget approval (most positions require one of these: Eric Polak or Grants)
- 2. Position can be opened in our Applicant Tracking System or you can do a direct hire.
- 3. For student positions, please use the Student Worker Position form and submit to tulsa.hr@okstate.edu

#### **Clinic Staff Positions:**

Email approval from department head and Clinic Director.

### **Grant Funded Positions:**

Email approval from department head and Grants and Contracts Representative.

### Work Study:

Contact Financial Aid for forms and approvals.

### **Graduate Research Associate/Graduate Teaching Assistant:**

Complete the GRA/GTA Position Template and submit with budget approvals (from Eric Polak or Grants Rep) to tulsa.hr@okstate.edu

All questions may be directed to OSU in Tulsa Human Resources at 918-594-8221 or tulsa.hr@okstate.edu