

Biological Sciences Position Request Form

Please return completed form to Dreama Price at dreama@vt.edu.

YOUR NAME	DATE OF REQUEST
POSITION TITLE	
POSITION SUMMARY	
REQUIRED QUALIFICATIONS	
PREFERRED QUALIFICATIONS	
HOURS PER WEEK	
<i>When filling in hours per week it is important to be as clear as possible. For full-time positions it would be best to put M-F 8-5 or 40 hours per week. For wage positions you may want to put the days of the week and the work hours expected. Roles that have unique shifts, it is recommended to be as detailed as possible.</i>	

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JOB DUTIES WITH PERCENTAGES

DUTY	PERCENTAGE

POSITION STATUS

Onsite

Remote

Hybrid

ANTICIPATED START DATE

REVIEW BEGIN DATE OF APPLICATIONS
(will be determined by position approval)

SALARY RANGE (not visible to applicants)*

SALARY RANGE TO LIST (visible to applicants)
(Commensurate with experience, but within budget maximum)

FUND NUMBER

SEARCH COMMITTEE MEMBERS (Must be you and at least one other individual**)

**The department can provide guidance with range from department, if needed.*

***All search committee members must complete workshop training before the interview process starts.*