

**TEMPORARY HOURLY POSITION DESCRIPTION FORM  
ALL NON-BENEFIT, NON-PERMANENT POSITIONS**

- Instructions -
- 1) Choose the appropriate category of Temporary options below.
  - 2) Fill out all information requested. If there is not enough room for the position description, attach a word document BUT all categories must be on the attached position description, if applicable.
    - A) Associate or Bachelor's Degree Requirement - If a degree is REQUIRED in the basic qualifications then it is the departments responsibility to request and review transcripts.
  - 4) Attach resume for the candidate to be hired.
  - 5) Keep a copy of all these documents for your records.
  - 6) Submit to HR personnel for processing along with the Personnel Action Form and Temporary Employment Packet – found on HR Forms.
- \*Student employee moving to an HOURLY, IN A CATEGORY LISTED BELOW, will need to have the additional attachment of a Student Separation Form. Contact Ramona Morris or an HR Representative on this particular situation.

\_\_\_\_\_ **CLASSIFIED HOURLY** (used only when **filling a Classified position on a temporary basis**); duties up to 40 hours a week, no benefits, primarily secretarial/administrative in nature. **Can be hired for 9 months by the Institution and then required by State Employment Rules to have 90 days or three months between jobs to the institution.**

\_\_\_\_\_ **ADMINISTRATIVE HOURLY** – this category can be used for a variety of temporary duties (Art Model, Data Entry, secretarial position) as long as it **is up to 19 hours a week, no benefits**. This category can be a CONTINUOUS 12 MONTH APPOINTMENT WITHOUT A BREAK IN SERVICE. Important – new paperwork, including all documents listed above, will need to be resubmitted with FOAP and approval signatures every 12 months.

Person Selected for Hire: \_\_\_\_\_

Job Title: \_\_\_\_\_

Effective Start Date: \_\_\_\_\_ Effective End Date: \_\_\_\_\_

Hourly Rate: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**General Job Description** (Brief Summary and general purpose of the position):

**Major Duties and Responsibilities** (list of duties essential to this position and percent of time):

**Minor Duties and Responsibilities** (list of duties performed occasionally):

**Basic Qualifications** (list education, skills, and experience needed to perform this job):

**Other** (i.e. relevant physical demands, certification, special skills, etc.):

**Additional Comments**

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**Checklist:**

- Personnel Action Form
- Resume
- Job Description
- Transcripts (if applicable and a REQUIREMENT to perform the position)
- Temporary Hourly Employment Packet (HR Forms).

**Questions should be directed to Human Resources at 303-615-0999; Student Success Building, Room 310.**