University of Oklahoma Human Resources
Position Request: Temporary, Student, or Academic Pool

Date:		
Department ID: (Example: ACASHIST)		
What do you want to do? Check one:		
◯ Create a new position ◯ Change an existing position number Position Number:		
◯ Full-time ◯ Part-time	Standard Hours:	Reports to Position #:
Proposed Job Code:	Proposed Job Title:	
Type: ◯ Temporary ◯ Student ◯ Academic Pool ◯ Other Describe:		
Department Contact Person:		
Contact Email:	Contact Phone:	
Comments:		

Instructions: Submit this completed form to Joe Burris (jab@ou.edu) or Diana Biggerstaff (dbiggerstaff@ou.edu) in HR Employment & Compensation. Signatures are not required.

HR Office Use Only	Position #:	Completed By: Date:

Revised 12/1/2021