 **INSERT UNIT/DEPARTMENT LOGO HERE**

**MEMORANDUM** DATE

|  |  |
| --- | --- |
| TO:  | Cathleen Moore-Linn, RCUOG Executive Director \_\_\_\_ / \_\_\_\_ / 2021 |
| VIA:  | (Dean or Director) \_\_\_\_ / \_\_\_\_ / 2021 |
| FROM:  | Principal Investigator \_\_\_\_ / \_\_\_\_ / 2021 |
| SUBJECT:  | Request to ANNOUNCE, POSITION TITLE  |

**Position Title:**

*(Must follow RCUOG employee position titles and wages grades)*

**Unit and Department:** Example: ORSP/EPSCoR

**Employee Type:** Part-Time, Full-Time, or Student Recruitment

**Work Hours:**

* *Full-Time is 40 hours per week.*
* *Part-Time employees can work up to 39 hours per week*
* *Student Hires can work up to 20 hours per week during Fańamnåkan & Fanuchånan and up to 39 hours during Tinalo', spring break, and Finakpo'*

**Grade, Step, Hourly Rate:**

*(Must follow RCUOG general pay plan; may announce up to step 10)*

**Application Deadline: .**

*(The announcement is posted for a minimum of (7) seven calendar days)*

**No. of available positions: .**

**Employment Start Date: .**

**Employment End Date: .**

*(End date cannot exceed one year of start date)*

**Work Location: .**

**Supervisor: .**

**Benefits:**

* *Full-Time: Social Security, Medical and Dental Insurance, 4 hours annual leave and 4 hours sick leave per pay period, holiday pay, up to 3% 403(b) match based upon employee contribution of 3%*
* *Part-Time: Social Security, Medical and Dental Insurance (if budget/grant slows)*
* *Student: Social Security, Medical and Dental Insurance (if budget/grant slows)*

**Account Number:** 30-XX-XXXXXX-X-XXXXXXX

**Minimum Qualifications:**

*(Must follow RCUOG employee position titles and wages grades)*

**Minimum Knowledge, Skills and Abilities:**

**Character of Duties:**

* . **.**
* **. .**
* **. .**
* **. .**
* Other duties assigned;

**Certification of Funds:** 30-XX-XXXXXX-X-XXXXXXX

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**RCUOG Certifying Officer

**Approved:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**RCUOG Executive Director