FAU College of Medicine Support Center

Staff and Postdoctoral Fellow Position Request (New or Replacement Positions)

Jeff Clark - 2022-04-21 - Staff

Staff and Postdoctoral Fellow Position Request

This form is used to request approval to establish a new staff or postdoc position or to fill a position that has been vacated. Please direct inquiries to comdeansoffice@health.fau.edu.

Instructions: Upon the completion of this form, obtain all necessary signatures and submit electronically to COM Finance (comfinance@health.fau.edu) for verification of funds. Following COM Finance's review and signature, submit the completed form with required attachments to the Senior Associate Dean for Finance and Administration/COO, copying comdeansoffice@health.fau.edu.

Required Attachments: Attach the proposed job description (AMP and SP) or posting (Postdoc and OPS) with the proposed minimum qualifications in Word (see COM Career Ladder for minimum qualifications by classification). If a replacement position, provide the current job description with updates in track changes. Postdocs and OPS positions not requiring a search are exempt from this step.

Please download the attached file using the link below.

Attachments

- COM-Staff-Request-for-New-or-Replacement-Positions-4.22.pdf (244.18 KB)