DATE

TRANSMITTAL MEMORANDUM

TO: Cathleen Moore-Linn, RCUOG Executive Director

VIA: (Principal Investigator)

FROM: (Dean)

Subject: Request to Announce

Employee:

Position Title:

Unit and Department:

Nature of Action: Part-Time/Full-Time/20-Week Hire/Student Hire Recruitment and Retention

Grade/Step/Hourly Rate:

Work Hours: Employee may work up to XX hours per week.

Employment Period:

Start Date:

End Date:

Benefits:

Account Number:

Minimum Qualifications:

Preferred Qualifications:

Character of Duties:

Selection Interview Board:
1. (Name) – CHAIR

2. (Name)

3. (Name)

Certification of Funds: Approved:

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Gloria Travis Cathleen Moore-Linn
RCUOG Chief Business Officer Executive Director