

York College Request to Hire Authorization Form

Part-Time Classified Only

Must be 18 Years of Age at Time of Appointment

Section I – To be completed by the Hiring Department

(Please Print)

Department Information

Division: _____

Department: _____ Budget Code # _____

Required

If funding is different from department, provide funding source name.

Funding name: _____ Budget Code # _____

Required

Position Information

Hourly Job Title: _____

Proposed Hourly Rate: \$ _____ Proposed Start Date: _____

*(All appointments should be scheduled to begin on a Monday and minimally
2 weeks after the form is submitted for approval)*

Position Reports To: _____

No. of Requests: _____

*(A proposed job description is required for each request unless the job
description is the same for each position)*

Do you anticipate this appointment will exceed 239 hours? Yes or No

(If yes, a one-time CUNY file fee of \$15.00 (College Assistants) will be applicable to the employee)

Documents to append

•If a candidate has been identified for the position, submit a proposed job description, a completed CUNY Employment Application and the candidate's resume along with this authorization form to the Office of Human Resources for review and approval.

•If a candidate has not been identified, submit a proposed job description along with this authorization form to the Office of Human Resources for review and approval. A request can be made to access a pool of applicants (by checking the sentence below) in CUNYFirst specific to the job title you are requesting. If an applicant is chosen from the CUNYFirst pool, please contact Ms. Stephanie Cooper in the Office of Human Resources.

•CUNY Nepotism Policy must be adhered to. If you are not sure of the details of the policy, please contact the Office of Compliance and Legal Affairs.

I am requesting access to the pool of applicants in CUNYFirst, as appropriate.

Signature of Department Head _____ Date _____

**An email will be sent to the requesting department indicating if the request to fill a classified hourly position has been approved. Selected candidates must not be allowed to begin working until authorization has been received from Human Resources. Failure to adhere to these procedures may result in disciplinary action.*

Any request form submitted and not processed within each semester will be considered voided and a new request will be required.

Section II – To be completed by the Office of Human Resources

Approved Not Approved

(Email Notification) (Reason for Denial) _____

Signature _____ Date: _____

Section III – Rate and duty information

Salary Ranges Typical Task/Responsibilities

\$15.61-\$17.42

Performs routine clerical work; may answer and attend to telephone calls; maintains records, operate office machines (such as copier), sort and distribute mail, issue keys and identity cards, act as messenger, and perform related task as required.

\$17.43-\$20.54

Type letters, memoranda, charts, and similar materials. Can act as a cashier. Performs clerical library work such as sorting and shelving books, performing data entry into library systems, or binding books and periodicals. Enters and maintains departmental records such as inventory control records, rosters, directories, and schedules.

\$20.55-\$25.51

Assist in statistical or research activities. May collect and compile data, code data for computer entry, perform data entry, and run computer reports. May assist in instructional programs, including tutoring and assisting students in areas such as reading and mathematics. May assist in speech and hearing therapy, provide musical accompaniment, and/or distribute and collect physical education equipment. May operate computers, computer software, and other electronic equipment in performing assigned task.