



**Notification of Position Vacancy**

Office of Human Resource Management

441 East Fordham Road

Bronx, New York 10458

<b>Position Information</b>		
Department		Position Type <input type="checkbox"/> Administrator <input type="checkbox"/> Clerical
Budget Number ( <i>Fund-Org-Acct-Prgm</i> )	Position Number	
Position Title		
<input type="checkbox"/> Replacement <input type="checkbox"/> New/Restructure*	Replacement for	FIDN No.
Yearly Performance Appraisal given by:		
Last Date of Employment	<u>Current Budgeted Salary</u>	
1. Does this position have signatory authority over third party funds or assets or the ability to contract for \$10,000 or more? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Does this position involve modifying computer security systems to prevent unauthorized access to networks and databases owned by Fordham University or its clients? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Posting Information</b>		
Responsibilities ( <i>please attach a copy of job description</i> )		
Qualifications		
Starting Date		
Resumes attention of		
<b>Approvals</b>		
Submitted by: _____		Date: _____
Vice President's Approval: _____		Date: _____
Human Resources Approval: _____		Date: _____
Budget Office Approval: _____		Date: _____
Human Resources Posting Date: _____		