



Knowledgebase > Faculty and Staff Affairs > Staff > Staff and Postdoctoral Fellow Position Request (New or Replacement Positions)

---

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

Jeff Clark - 2024-09-09 - 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](mailto: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](mailto: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](mailto: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.pdf \(683.08 KB\)](#)