

York College Request to Fill Form
Part-Time Classified Only

Section I – TO BE COMPLETED BY THE HIRING DEPARTMENT

Division: _____

Department: _____

Hourly Job Title: _____

Proposed Hourly Rate: _____

***Proposed Start Date:** _____

(All appointments should be scheduled to begin on a Monday)

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)

- 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 for the position, 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 for access to a pool of applicants 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.

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

Signature of Department Head _____ Date _____

Section II – TO BE COMPLETED BY HUMAN RESOURCES

Approved _____ Not Approved _____
(Email Notification) _____ (Reason for Denial) _____

Signature _____ Date: _____

*** An e-mail 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.**

Effective February 15, 2013, in accordance with the 2002-2006 Classified Staff White Collar Agreement/CUNY and University policy regarding the application of the contractual salary suppression requirements, the following salary ranges shall be applied to classified hourly employees appointed as College Assistants at York College. Typical tasks performed by College Assistants have been identified and associated with the commensurate salary range.

Salary Range	Typical Tasks/Responsibilities
\$10.99-\$11.99	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.
\$12.00-\$15.99	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.
\$16.00-\$21.34	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.