

Office of Human Resources

The Southern Baptist Theological Seminary



Request to Fill: New or Open Position

Position Code

Position Title

Desired Start Date

Status of Position:

Full-time Part-time
 Salary Hourly

New Position?

Yes No

Will this new or open position have an impact on your budget?

Yes No

Account Number to be Charged

Desired Salary or Hourly Rate

Reason for immediate hire:

Please e-mail a copy of the most recent position description to humanresources@sbts.edu. To create a position description please go to [InsideSouthernHR](#) to find the Position Description Template.

Also, please remember that every full-time opening must be advertised on-campus for a minimum of 5 business days. Any inquiries and/or candidates who contact your office directly must go through the campus application process before further consideration. SBTS applications are available on www.sbts.edu, search employment.

Authorizing Signatures:

Requesting Supervisor

Date

Department Head

Date

The following approval is required only if this is a NEW position OR if there is an impact on the BUDGET.

Senior Vice President

Date