



RFMH Job Posting Template

Complete this form to request a RFMH job posting. Please answer all questions as incomplete submissions may cause a delay.

Date of Request:

Department:

Job Title:

RFMH Salary Grade:

RFMH Salary Basis:

If Part-Time, indicate % of full-time effort

Annual Salary or Hourly Rate of Pay:

Does this position require contact with children?

Is this position working in a lab environment?

Full name of the individual that will be supervising employee and approving timecards:

Applicable for NYSPI postings only - Does this position require FCOAI Federal Disclosure:

Account(s) Position Allocation:

*By listing an account and allocation you are certifying that there is ample funding to support this position

Account/Project Number:

Percentage of Effort:

Account/Project Number:

Percentage of Effort:

Account/Project Number:

Percentage of Effort:

Work hours based on:

Individual responsible for evaluating applications:

Individual(s) conducting interviews:

Duration of job posting (Number of calendar days – minimum of 3 business days):

Individual to receive application notifications: Name:

E-mail:

Description: Summary description of the position and percentage of full-time effort or hourly. *Ex: seeking a qualified candidate to fill a full-time position of Research Assistant who will contribute to the coordination of epidemiological studies assessing the effect of parental exposure to trauma and stress on their child's mental health, conducted in the NYC metropolitan area.*

