

College of Saint Benedict
Order of Saint Benedict

Conducting Saint John's Abbey, University, Preparatory School and The Liturgical Press

OSB Division:

Abbey
University

Preparatory School
Liturgical Press

Other _____

CSB:

Coordinate Position

CONDITIONS FOR OFFER OF APPOINTMENT

CANDIDATE: _____ **DEPARTMENT:** _____

Position Title:	
Salary Range \$	Job Description Attached?
Salary \$	Other Specific Conditions:
Start Date:	
End Date: (if applicable)	
FTE:	
Salary Acct. #:	
Direct Supervisor:	

Supervisor **Date**

Department Head **Date**

CSB/OSB Vice President/Provost **Date**

CSB/OSB Budget Approval **Date**

Human Resources **Date**

President/Chief Administrative Officer (Admin only) **Date**

(to be completed by HR office)

Occupational Code

- 10 - Executive/Manager
- 20 - Faculty
- 30 - Other Professional
- 40 - Technical
- 50 - Clerical/Secretarial
- 60 - Skilled Craft
- 70 - Service/Maintenance

Circle One

- New Hire
- Promotion
- Transfer
- Demotion

Appointment Type

- Administrative _____
- Support _____

Dates

- Current Hire _____
- Original Hire _____
- Adj. Serv _____
- Seniority Date _____
- First Work Day _____

Position Class _____ This appointment is replacing _____