



Genesee Education Consultant Services

Request for Staffing

Date of Request: _____

Position Title: _____ Number of Positions Available: _____

Position District/Location: _____ Hourly Rate of Pay: _____

Department Director Approval: _____ Date: _____

Assistant Superintendent's Approval: _____ Date: _____

Please attach an electronic copy of the job description in Word format to the e-mail with your request, or check here to request that a new job description be developed by GECS.

Type of Employment: Full-time Part-time Temporary

Start Date: _____ End Date (If temporary): _____

Does this position require DHS clearance? Yes No Is position grant funded? Yes No

Title of Grant: _____

Position will be posted on GECS' website. Do you also want it posted to outside agencies such as colleges, Pure Michigan Talent Connect, etc.? Yes No

Local school districts? Yes No

Other: _____ (may involve additional costs to your department).

Post: _____ days or until position is filled

For Office use only: Job posting #: _____ Date Posted: _____