**Staff Position Information**

*Please complete the fields below with information regarding the position that you would like to fund through your project. Should you have more than one type of position, please fill and attach a form for each position.*

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| --- | --- |
| **Position Title**  |       |
|  |  |
| **Brief Description of Role** |       |

1. **This position is: [ ]** New [ ]  Already exists on campus
2. **Please describe which McGill Unit/Department/Group/Association will host the position.** *Limit ~100 Words*

1. **Who will supervise the employee? Please list the supervisor's name and role at McGill.** *Note: The supervisor must provide a letter detailing their commitment. Please include this in the application appendix. Limit ~100 Words*

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1. **Campus(es) where employee will work:** [ ]  Downtown [ ]  Macdonald [ ]  Gault [ ]  Other
2. **Please provide a detailed task list and/or job description.** *Limit ~400 Words*

1. **Please share how you have determined the hours and wages included in the budget.** *Limit ~200 Words*

1. **If applicable, please share how you will integrate the employee into the existing team/group structure.** *Limit ~100 Words*

1. **What will happen to the position after the project funding concludes? Is there an intent to institutionalize this position?** *Limit ~200 Words*

1. **If applicable, please briefly describe how you plan to recruit the employee.**  *Limit ~200 Words*

1. **My project team already has a candidate in mind to fill this position:** [ ]  Yes [ ]  No

 **If yes, please disclose.** *You may wish to attach a CV for the candidate in the application appendix.**Limit ~100 Words*