COE Staff Hire Request Form

Submit this form when you are ready to post an ad/requisition for a new position within your unit.

Important information you will need to submit the form includes:

- Job Profile/Title
- Scheduled Weekly Hours
- Start Date
- Starting salary
- Funding source (full account number)
- Job Description:
  - Job Responsibilities
  - Required Qualification
  - Preferred Qualifications

If you have any questions or need assistance, please email COE-HR@austin.utexas.edu.