

SUBJECT: RECRUITMENT REQUEST
EFFECTIVE DATE: OCTOBER 1, 1990

M E M O R A N D U M

TO:

FROM:

DATE:

SUBJECT: Request for New Position

The Office of _____ will be implementing a computer-based information system in the near future, therefore creating a need for an information specialist to maintain the data bases and generate reports from them. The addition of an information specialist would permit the Office of _____ to greatly increase its capacity to serve its internal information needs and those of the University community as well.

Also, with the increasing competition for external funding, the growing diversity of funding source information, and the need to digest and disseminate funding source information rapidly, the addition of an information specialist will enable to office to provide expanded funding source information services in a more effective and timely manner.

The salary costs of this position can be covered within the budget of the department. No additional monies will be needed.

Enclosures