



New Position Request Form

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| Position Requested: | Executive Assistant to CEO |
| Position Requested By: | Eric Langston |
| Date of Request: | September 25, 2023 |
| Submission for Board Meeting on: | October 18, 2023 |
| Supporting Documentation Submitted: | Job Description Rationale |
| Requested Grade and Salary: | Salary Grade 8NI, \$75,000 |
| Salary Justification: | At a salary grade 8NI, this will bring the position to a compa ratio of 1.16 of the mid-point of the 2021 salary grade range and .98 of the mid-point for the 2022 salary grade range. This is based upon current market data. This compensation is in line with Northwood's compensation philosophy for non-instructional staff. |