

STUDENT EMPLOYEE HIRE REQUEST

STDT 2 - \$15.50 per hour
STDT 3 - \$15.75 per hour
STDT 4 - \$16 - \$22.25 per hour

Date: _____

Requested by: _____

Number of openings: _____

Start Date: _____

End Date: _____

Classification (see classification descriptions): ☐ SA2 ☐ SA3 ☐ SA4 hourly \$ _____

☐ New Recruitment

Name of person reviewing applications: _____ e-mail: _____
(applications will be emailed to this person for review)

☐ Preselect Name of student _____ Student ID: _____

☐ Posting Dates: From: _____ To: _____ (we will post for 2 weeks unless otherwise instructed)

☐ Timesheet Supervisor _____
(Primary Supervisor and Backup)

☐ New Position. Please complete the following:

Job Purpose: _____ (for example: "Instructional Support Assist.)

Job Description (Detail description):

Qualifications (Please list the skills, knowledge and abilities required for this position):

Account to charge: _____

(PI Name)