



STUDENT EMPLOYMENT STAFFING REQUEST

Please prepare a separate form for each individual student job available within your department. Submit completed forms to human resources for inclusion in the Student Employment Job Postings notice.

Department Name: _____ Location: _____

Supervisor: _____ Extension: _____

Type: <input type="checkbox"/> Work Study <input type="checkbox"/> Student Assistant <input type="checkbox"/> Either
Employment Period (specify year): <input type="checkbox"/> Fall ____ <input type="checkbox"/> Spring ____ <input type="checkbox"/> Summer ____
Position Title: _____ No. of Positions: _____ Start Date: _____

Provide as much information as possible about the position.

Job Description: _____

Qualifications (required skills & abilities): _____

Hours Needed/Suggested Schedule:

Monday _____	Thursday _____
Tuesday _____	Friday _____
Wednesday _____	Saturday/Sunday _____

Requested by _____ Date _____

<i>For human resources use only—</i> Received by: _____	Date: _____
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