



### Student Employment Position Requisition Form

Complete this form when requesting to hire a student for a position or a change in student's current employment status.

Job Title: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Supervisor (requesting the position): \_\_\_\_\_

FUND	ORGN	AMOUNT	POSITION NUMBER

**Position Status** (check one)

Part-Time

Stipend (amount: \_\_\_\_\_)

Temporary

Scholarship (amount: \_\_\_\_\_)

Months per Semester	Hours per Week	Rate of Pay	Desired Start Date
<b>Number of Vacancies for the position:</b>			

**Position Type** (check one)

New. Indicate why this position is needed

\_\_\_\_\_

Replacement. Indicate the student leaving

\_\_\_\_\_

Change(s) to the position

\_\_\_\_\_

**Approvals**

Supervisor:	Date:
Dean:	Date:
Budget Director:	Date:
Title III/Grants (optional):	Date:

**\* Submit completed document via email with a job description in Microsoft Word form.**

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