



STUDENT EMPLOYMENT PROGRAM

Student Employee Request and Job Description

Department _____ Account # _____

Supervisor's Name _____ Office _____ Mail Station _____ Telephone _____

Total number of students to be employed: _____

• **Identify specific students for hire or rehire below:**

Student Name & Student ID #	New	Rehire	Student Name & Student ID #	New	Rehire
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

• **Student Aide Job Description:** Please use the boxes below or attach a separate page.

Essential Tasks - Include a minimum of three. (For example: social media accounts, inventory, front desk.)

Qualifications / Special Skills (For example: Excel, bilingual skills, communication skills.)

• **Resume:** Required Optional

• **Budgeted for:** _____ Work Study or Department Budget OR _____ Work Study ONLY
#

Signature of Department Head _____ Date _____