1. Hiring department: 

2. Student Job Title: 

3. Explain in one or two sentences the general duties and responsibilities of the position: 

4. List specific information regarding minimum requirements for knowledge, skills and abilities: 

5. Starting date _____ Approximate hours per week _____

6. To whom will the student report?
   
   Name_____ Title_____ 

7. Approved hourly pay (if different than minimum wage) _____

8. Do you need a copy of the student’s schedule? Yes _____ No _____

9. Is this a new position are you hiring a replacement? New _____ Replacement _____
   
   If replacement, who will this student be replacing? _____

Requested by_____ Date _____

Other comments: _____

Date received in HR _____ Date posted _____

**REMINDER**

Please contact the Office of Human Resources with the name of the student who fills this position and when a student employee leaves this position.