

Request to Hire Student or Instructional Student Assistant

PLEASE NOTE: STUDENTS MAY NOT BEGIN TO WORK UNTIL PAPERWORK HAS BEEN SUBMITTED. IT'S THE LAW.

Faculty Supervisor's Name: _____ Date _____

Student's Name: _____

Student's ID #: _____ Student's Email: _____

Student's Phone: _____ Semester: _____

Job Assignment

Student Assistant: _____ Instructional Student Assistant: _____

Class Number: _____ Class Section: _____

Research Lab Assistant (Project Name): _____

Description of Duties _____

Funding Source

Personal Budget Allocation: \$ _____

Foundation Account (provide account number): _____

Other Funding (specify): _____

Budgeted Expenditures

Pay Rate (hourly): \$ _____

Maximum Pay for Term: \$ _____

Maximum Hours for Term (max term pay/pay rate): _____

Start Date (after all paperwork finished + time to get SS#): _____

Supervisor's ORIGINAL Signature: _____