Request to Hire
Student Assistant (SA) or Instructional Student Assistant (ISA)

PER CMPE DEPARTMENT POLICY, AN INTERNATIONAL STUDENT CANNOT PARTICIPATE IN BOTH A CPT INTERNSHIP & AN ON-CAMPUS JOB

Faculty Supervisor's Name: _____   **Date**_____

Student's Name: _____

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

Student's Phone: _____   Semester: _____

Job Assignment (circle one)

Student Assistant (SA) or Instructional Student Assistant (ISA) or Research Assistant (RA)

Class Number & Section: _____

Project Name (if RA): _____

Description of Duties (SA or RA only): _____

_____

Funding Source (circle one)

Dept. ISA/SA allocation   or   Tower Foundation acct.   or   Research Foundation acct.

Please provide acct. # if NOT department allocation: _____

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: _____

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