Request to Hire Student Assistant or Instructional Student Assistant

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

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: _________________________________