

STUDENT EMPLOYMENT POSITION REQUEST FORM

Please allow 3-5 business days for processing

Post Date:

Position closing date is 15 days after the date posted. Submit a new form to repost a position.

Applicant Reviewers:

Email:

Department:

Type:

Title & Pay:

*[Link to Student Employment webpage resources for Student Job List Guide and Pay Rates](#)

Start Date:

Position End Date:

*[Link to the "Student Employee Quarterly Start and End Work Dates" document for the last day for student employee to work during the academic year](#)

Schedule Information: (Always try to offer flexibility around the students schedule but if you need specific times or days of the week list them here. Also provide the number of hours:

Job Description: (What the student will do) Student employees in this position will work with other staff, faculty and administrators to:

Examples are list below, for assistance you can also view the [Student Employee Job Listing Guide in Student Employment webpage Resources](#)

- Support students in and out of the classroom, which includes directing them to campus services and resources.
- Provide clerical support to the department
- Maintain accurate and organized filing systems and ensure filing is up-to-date.

Position Qualifications:

Supervision: In this position will the student employee have unsupervised access to children under sixteen years of age or developmentally disabled personal or vulnerable adults during the course of their employment? *If Yes, Student Employment Programs will contact you as SPSCC may need to conduct a pre-employment Background Check.*

Vehicle Usage: Could this position require the student to drive a state or college owned vehicle during the course of their employment? *If Yes, Student Employment Programs will contact you as SPSCC may need to conduct a pre-employment Background Check.*

Educational Benefits: Describe how this position enhances a students education or future career path

Comments/Supplemental Questions: Please lists any comments or any Supplement Questions you would like added to your application

Hiring Manager Signature:

Student Employment Staff Approval: