INSTRUCTIONS FOR COMPLETING
STUDENT HELP / CASUAL HIRE REQUEST FORM

Please complete this form when hiring student help or casual employees. One form should be completed per position. A potential hire will only be given an employment application after this form is approved by the Dean.

Please do not allow anyone to work prior to completion of this form and the hire paperwork.

(1) JOB TITLE: – Title of position. Please identify if the hire is filling a student help or casual hire position. For a casual hire, indicate the salary range.

(2) PROGRAM AREA: – Program area in which the student will be hired.

(3) WORK SCHEDULE / DURATION: – Please specify the number of hours per week the individual will work. Provide the start date and identify the semester in which this position will be available.

(4) SUPERVISOR’S NAME: – Name of faculty/staff member who will directly supervise the student. Provide the supervisor’s telephone extension.

(5) FUNDING SOURCE: – Please specify how the position is funded.

(6) BUDGET CHARTFIELD: – Budget chartfield from which the individual will be paid.

(7) PRIMARY TASKS: – In order of importance list the major tasks to which this position will be assigned.

(8) REQUEST AUTHORIZED BY: – Program director must sign this form.

(9) INSTITUTIONAL HIRE AUTHORIZED BY: – The Dean must authorize the position before the hire is directed to the Center office to pick up an employment application.

Job Title:

Program Area:

Applicant’s Name:

Work Schedule: _____ Hrs/wk  Start date: __ / __ / ___.

Duration:  _______ Fall Semester  _______ Spring Semester

Supervisor’s Name:

Funding Source:  _______ Program Budget  _______ Work-study  _______ Grant funded (Please specify: __________)

Budget Chartfield:

PRIMARY TASKS:

☐ Student Help, Hourly Rate $9.25.

☐ Casual Hire, Salary Range _______. Performs work done by filling in for a PSRP employee vacancy and work less than 520 per calendar year.

REQUEST AUTHORIZED BY:

___________________________  __ / __ / ___.

Signature of Requestor  Date

Institutional Hire AUTHORIZED BY:

___________________________  __ / __ / ___.

Signature of Program Director  Date

Signature of Dean  Date

Revised 5/20/14