

Job Posting – Student Employment

Prior to posting or soliciting for this position, please complete and approve this form with your personalized digital stamp. Then email it to your Dean or Vice President for their approval. They will forward it to the CFO (for budget authorization) who will forward it to HR for final approval.

Important: Please email a copy of the job description for this position to Human Resources.

Requesting Department _____

Title of Position _____ Request Date _____

Supervisor _____

Budgeted Yes No **Budget # (required)** _____
(Format: 11-XXXX-XXXXX)

Classification: Exempt Non-exempt Temporary (ending date _____)

Estimated Hours per Week _____ Number of Positions needed _____

Typical working hours are from _____ (indicate am/pm) to _____ (indicate am/pm)

Typical working days are: Sun Mon Tue Wed Thu Fri Sat

Must be complete for all openings: Please describe the circumstances that created this opening.

Replacement for (name) _____

Replacement reason _____

New Position

Other _____

Reminder: Please email a copy of the job description for this position to Human Resources.

Approvals:

 1. Recommending Supervisor

 2. Vice President

 3. CFO (Budget Authorization)

 4. Human Resources