



STUDENT EMPLOYMENT REQUEST FORM

Instructions: *Departments must complete and forward this form to the Human Resources Department prior to a student employee being authorized to work in your area. This request must be completed and returned to Human Resources for all positions and every position must be posted before an offer can be extended.*

Department: _____	Location: _____
Supervisor: _____	Phone Number: _____
Supervisor's email address: _____	
Student's Job Title: _____	
Number of Hours per Week: _____	Number of Budgeted Positions: _____
Number of Open Positions: _____	Budget #: _____
Choose One:	
Academic Year Employment <input type="checkbox"/>	
Summer Employment <input type="checkbox"/>	

Brief Job Description:

Required Knowledge/Skills:

Academic Year Wage Scale:

	Office Support Positions	Non-Office - Physical Labor Positions	Kern Center Building Supervisors	Technical Positions/Tutors	Off Campus Community Service Positions	Kern Center Ice Machine
1 st Year	7.00	7.50	8.00	8.50	9.00	10.00
2 nd Year	7.50	8.00	8.50	9.00	9.50	10.50
3 rd Year	8.00	8.50	9.00	9.50	10.00	11.00
4 th Year	8.50	9.00	9.50	10.00	10.50	11.50

Summer Wage Scale:

	Office Support Positions	Non-Office - Physical Labor Positions	Kern Center Building Supervisors	Technical Positions/Tutors	Kern Center Ice Machine
1 st Summer	7.50	8.00	8.50	9.00	10.50
2 nd Summer	8.00	8.50	9.00	9.50	11.00
3 rd Summer	8.50	9.00	9.50	10.00	11.50
4 th Summer	9.00	9.50	10.00	10.50	12.00

Authorized By:

Signature

Date

Vice President Approval:

Signature

Date