



UNDERGRADUATE STUDENT HIRING REQUEST FORM

DATE:

REQUESTED BY:

STUDENT NAME:

STUDENT ID#

DESIRED START DATE:

END DATE (IF KNOWN):

Desired start date should be at the start of a pay period which is the Monday prior to payday. Students may not work prior to the completion of the hiring process. The business office will confirm the start date.

POSITION TITLE:

Undergraduate Research Assistant: URAs use research methods and perform duties such as data collection, systematic analysis and presentation of research data. Primary job duties **do not** involve cleaning, materials preparation or administrative tasks.

Student Assistant: Primary job duties may involve cleaning, materials preparation and/or administrative tasks.

The main duties of this position are:

TIME APPROVER:

SUPERVISOR:

HOURLY RATE:

HOURS PER WEEK:

Students may work 25 hours per week during the semester (international students 20 hours per week) and up to 35 hours per week in the summer.

ACCOUNT NUMBER(S)

PERCENTAGE

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PERCENTAGE

This student is Federal Work Study eligible. Certification must be submitted to the business office prior to hire.

Requester signature:

Please return this form to: