

Financial Aid

Student Employment Opportunity Form



This form must be completed during the normal budget process (in October of current academic year, i.e., October 2011 for changes to occur in the 2013-2014 academic year) **for new positions or rate increases ONLY**. Please be sure the Department Chair and Vice President signatures are on the form before returning it to the Human Resources office.

Please check appropriate item:

- New position
- Rate increase for a current position

Position: _____

Category: _____ Job ID#: _____

Charge Account #: _____

Number of positions: _____ Hourly rate: \$ _____ Weekly hours per position: _____

Preferred schedule: _____

Position description: _____

Qualifications: _____

Contact person/supervisor: _____

Title and
Department: _____

Campus address and phone: _____

Department chair: _____ Date: _____

Vice President: _____ Date: _____

Please submit completed form to Human Resources