

STUDENT EMPLOYMENT OPPORTUNITY FORM INSTRUCTIONS

1. Fill out Student Employment Opportunity form during normal budget process time only
2. Check the appropriate box on form: New position or Rate increase for current position
3. Fill in Position Title
4. Fill in Category (e.g.: Administrative Assistant, Desk worker, Manager, etc.)
5. Fill in Job ID# (this will only be completed for current job positions and can be found on job database online)
6. Fill in number of openings, hourly rate (please contact the Financial Aid Office for pay rates and pay levels for each position) and weekly hours per position
7. Fill in Preferred schedule
8. Fill in Position Description
9. Fill in Qualifications that are required for this position
10. Fill in a Contact person or supervisors name. This should be someone that we may send all correspondences to for this particular position.
11. Fill in above person's title
12. Fill in the Department where the contact person/supervisor is located
13. Fill in Campus Address and phone # for the contact person/supervisor
14. Have form signed and dated by the contact person/supervisor's Department Chair
15. Have form signed and dated by the contact person/supervisor's Vice President
16. Return form to the **Human Resources Office**