

# Student Employee Position Form

(For use with all pay classifications except Student Campus Assistant 1)



Department Name \_\_\_\_\_

Mail Code \_\_\_\_\_

## Position Information

Position Title: \_\_\_\_\_ Cost Center(s) \_\_\_\_\_

Number of employees in this position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Requested Pay Code

<input type="checkbox"/> Campus Assistant 2	<input type="checkbox"/> Student Para Professional 1	<input type="checkbox"/> Student Lead / Technology 1
<input type="checkbox"/> Campus Assistant 3	<input type="checkbox"/> Student Para Professional 2	<input type="checkbox"/> Student Lead / Technology 2
	<input type="checkbox"/> Student Para Professional 3	<input type="checkbox"/> Student Lead / Technology 3

Gross Pay \_\_\_\_\_

(used only for per task assignments)

### Position Purpose

The purpose of this position is to provide: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Discretion

The person in this position:

<input type="checkbox"/> Works independently following routine guidelines	<input type="checkbox"/> Is a lead worker
<input type="checkbox"/> Recommends action to supervisor	<input type="checkbox"/> Supervises other student employees

### Required Skills

This position requires:

- Considerable knowledge of unit operation policies and procedures
- Considerable knowledge of tools and equipment
- Considerable knowledge of professional/technical field
- Ability to understand and carry out complex oral and written instructions
- Ability to work independently

### Other Required Skills

\_\_\_\_\_

### Responsibilities

This position is responsible for \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Authorization

***My signature authorizes this request and commits funds under my authorization to support this position***

\_\_\_\_\_  
*Supervisor*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Department Chair/Unit Director*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student Payroll Approval*

\_\_\_\_\_  
*Date*

Data Entry

Pay Code \_\_\_\_\_

\_\_\_\_\_  
*Effective Pay Period Begin Date*