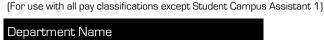
Student Employee Position Form (For use with all pay classifications except Student Campus Assistant 1)



Effective Pay Period Begin Date



	Mail Code	M A N K A T O
Position Information		
Position Title:		Cost Center(s)
Number of employees in this position:		
Requested Pay Code		
Campus Assistant 2 Campus Assistant 3	Student Para Professional 1 Student Para Professional 2	Student Lead / Technology 1 Student Lead / Technology 2
Campus Assistant o	Student Para Professional 3	Student Lead / Technology 3
		Gross Pay
Position Purpose	(used only for per tas	k assignments)
The purpose of this position is to provi	de:	
Disconting		
Discretion The person in this position:		
Works independently follow	ls a lead worker	
Recommends action to supervisor Superv		Supervises other student employees
Required Skills		
This position requires:		
Considerable knowledge of	f unit operation policies and procedures	
Considerable knowledge of	f tools and equipment	
Considerable knowledge of	f professional/technical field	
Ability to understand and o	carry out complex oral and written instr	uctions
Ability to work independent	tly	
Other Required Skills		
Responsibilities		
This position is responsible for		
Authorization		
	t and commits funds under my author	ization to support this position
Supervisor	Phone Number	 Date
Capar visor	, none reamber	
Department Chair/Unit Director		Date
		Data Entry
Student Payroll Approval	Date	
		Pay Code