

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

_____ Campus Assistant 2

_____ Student Para Professional 1

_____ Student Lead / Technology 1

_____ Campus Assistant 3

_____ Student Para Professional 2

_____ Student Lead / Technology 2

_____ Student Para Professional 3

_____ 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:

_____ Works independently following routine guidelines

_____ Is a lead worker

_____ Recommends action to supervisor

_____ 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