Student Worker Request Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position Requested By: |  | | | |
| Job Type (“x” in box next to type): | Hourly |  | Work Study (student has federal funding) |  |
| **Job Title** (i.e., Research Aide) and **Student worker level**: |  | | | |

Job Description (descriptive picture of what you do and why you need help to accomplish your goal):

Click here to enter text.

Working Environment (what the applicant can expect):

Click here to enter text.

Essential Duties (tasks to achieve goals; also indicate specific hours if needed):

Click here to enter text.

Desired Qualifications (preferred skills/experience):

Click here to enter text.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Application Deadline date: | | |  | | | |
| Estimated Start date: | | |  | | | |
| Number of Positions: | | |  | | | |
| Hours Per Week: | | |  | | | |
| Pay Rate: | | |  | | | |
| Funding Account Number: | | |  | | | |
| Department Hire (b1728) (x in box) | |  | REACH Hire (b1728002) | | |  |
| Source of Funds: (x in box) | State: | | Local: | Grant: | Other: | |
| Does this position require fingerprint check? (x in box) | | | | Yes: | No: | |
| What account will be billed for the fingerprint check? (Fingerprint charges may not be allowed on your grant account): | | | |  | | |

Position Justification (why are you hiring):

Click here to enter text.

Do you have a specific student in mind for the position?

If Yes, what is the student’s name: Click here to enter text.

What is the student’s ASU ID number: Click here to enter text.

(Please list on the **desired qualifications** above, something specific that only this student may qualify for, this will help in justifying hiring this student and dispositioning the other applicants. Also, please notify the student that their resume must match the desired qualifications for this position.)

Where will this student worker work once hired?

Building: Click here to enter text. Room: Click here to enter text.

**Office Use:**

|  |  |  |
| --- | --- | --- |
| Job Code: | Position #: | Date Posted: |
| REQ Number: | Account #: | Date Close: |
| App Deadline: | Pay Rate: | Start Date: |