

REQUEST FOR STUDENT PERSONNEL
JOB DESCRIPTION

RETURN THIS FORM TO:
THE FINANCIAL AID OFFICE - DEPT #4805
University Center Room 201

A REQUEST FORM IS COMPLETED FOR EACH JOB DESCRIPTION - NOT FOR EACH STUDENT REQUESTED

DEPARTMENT NAME _____ **MAIL CODE#** _____

ADDRESS _____ **PHONE #:** _____

ACCOUNT #: _____ (The number will be used only to indicate in IRIS, at the time the student is put on payroll, which position number should be used and where the pay advice is to go. No funds will be charged to the account.)

IRIS TIME ENTRY STAFF PERSON: _____
PHONE: _____ **E-MAIL:** _____
(Enter the information of the staff person who is responsible for IRIS time entry in your department)

JOB TITLE: _____

JOB DESCRIPTION (Give a brief, concise description): _____

SPECIFIC SKILLS/EXPERIENCE REQUIRED: _____

HOW DOES THIS POSITION ENHANCE THE STUDENT'S LEARNING EXPERIENCE?: _____

NUMBER OF STUDENTS YOU WILL NEED IN THIS POSITION: _____

DAYS OF THE WEEK AND/OR TIME OF DAY ASSISTANCE IS MOST NEEDED:

(Please Check One Below)

Time is Required _____ **Time is Negotiable** _____

CONTACT PERSON(S): _____

CALL FOR INTERVIEW APPOINTMENT (check if applicable): YES _____

OR

COME BY OFFICE FOR INTERVIEW (check if applicable): YES _____

If "YES" above, best time to come by for interview:

If you are submitting more than one job description, please prioritize your position requests.

Example: Your department is asking for 10 students to do 3 different jobs, the first job description might be request #1,2,4 of 10 positions; the 2nd job description may be 3,6,7 of 10 and the 3rd description would be 5,8,9,10 of 10. If you are allocated only 8 students, we will know which of the 10 positions you want posted. If you only have one job that you need 10 students to work in, then your request would be 10 of 10.

Position request is # _____ **of** _____ **positions requested for department.**