



**STUDENT WORKFORCE PROGRAM**  
**JOB POSTING REQUEST**

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**Student Job Title:**

**Start Date:**

**Department (*where the student is actually working*):**

**Campus location:**

**Contact Person**

**Phone Ext:**

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**How many positions available:**

**Which type of student worker can fill this position?:**

**Is the schedule flexible to fit the student's schedule?**

**Rate of pay: \$16.50/hour**

**JOB DESCRIPTION (list daily, periodic, and non-routine duties):**

**DESIRED QUALIFICATIONS:**

**What hours are needed for coverage? (*please specify schedule; if flexible, leave as varies*):**

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

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**Authorized Approver's Signature:**

**Date:**