

Student Employment Position Request Form

INSTRUCTIONS: Type or print clearly and complete all lines. Submit separate forms for different job titles, descriptions, and/or account numbers.

SECTION I: DEPARTMENT INFORMATION

Department: _____ Department location: _____

Supervisor name: _____ Room number: _____

Supervisor email: _____ Supervisor phone/ext: _____

SECTION II: POSITION INFORMATION (If more space is needed, attach a separate sheet)

Number of Positions Requested: _____ Org Index# _____ ☐ 1016(FWS) ☐ 1017(NSE)

Position Title: _____ Amount budgeted: \$ _____

Hourly Pay Rate: \$ _____ Hours per week: _____ Weeks per year: _____ Night or weekend hours: ☐ Yes ☐ No

Enter job number if this position currently exists: _____

Complete Job Description:

Specific skills or qualifications required to perform the job:

Justification: Explain how this position supports NSU's core values:

SECTION III: DEPARTMENT AUTHORIZATION

Signature _____ Date _____

Print Name _____

RETURN TO STUDENT EMPLOYMENT at *studentemployment@nova.edu*