

Austin Peay State University General Campus Student Employment Request Form



I. Date: ____ - ____ - ____

II. Request that budget position # _____

Fund	Org	Acct	Prog

Job Title _____ Department Name _____

To be filled effective ____ / ____ / ____

A. Position will be posted on Student Employment website for 5 working days.

The following will be placed in the job advertisement:

Contact Person _____

Bldg & Room # _____

Email Address _____

Phone Number _____

B. Number of Student Workers to be hired _____

III. Recommended Hourly Rate \$ _____

(Attach Job Description)

IV. If position is not to be advertised, please include reasons (ex. – change from scholarship to general campus):

V. Approving Signatures:

_____ Date

College/Office

_____ Date

Budget Officer/Grants

_____ Date

Human Resources