

**On-Campus Student Employment Position Information Form**

|  |
| --- |
| **Department and Supervisor/Principal Investigator (PI) Information** |
| **Supervisor/PI Name:** Click here to enter text. | **Supervisor/PI Title:** Click here to enter text. |
| **Department Name & Address:** Click here to enter text. | **Supervisor/PI Email:** Click here to enter text. |
| **Supervisor/PI Phone:** Click here to enter text. | **Hiring Representative (if different from supervisor):** Click here to enter text. |
| **On-Campus Student Position Information** |
| **Position Title:** Click here to enter text. | **Typical Hiring Term(s):** (check all that apply) [ ]  Academic Year [ ]  Fall [ ]  Spring [ ]  Summer**Additional details/comments:** Click here to enter text. |
| **Primary Work Location (building/address):** Click here to enter text.**Additional work site location?** [ ]  No [ ]  Yes Click here to enter text. |
| **How Candidates Typically Apply:** (i.e., Flash @ Work, in-person, application on website, etc.) Click here to enter text. | **Funding Type:** (check all that apply) [ ] FWS [ ] UFE Grant Index: Click here to enter text. |
| **Hours Per Week:** Click here to enter text. | **Number of Positions Filled Each Year:** Click here to enter text. |
| **Hourly Pay Rate:** Click here to enter text. (or total pay amount *if already approved*) | **Additional checks required:**   None [ ]  Background [ ]  Motor Vehicle[ ]   (If any are required, retain results in departmental records.) |
| **Do Student Employees Receive the Following:**Formal Orientation/On-boarding [ ]  Yes [ ]  No Formal Performance Evaluation(s) [ ]  Yes [ ]  NoStudent Employee Handbook [ ]  Yes [ ]  No Informal Performance Evaluation(s) [ ]  Yes [ ]  No (i.e., ongoing feedback, etc.) |
| **Position Duties/Responsibilities:** Click here to enter text. |
| **Student Qualifications**: (i.e., Major, Class Year, knowledge, skills, abilities, etc.) Click here to enter text. |
| **Position Learning Outcomes/Benefits to Student:** (i.e., skills learned/developed, etc.) Click here to enter text. |
| **Time keep Method:** (Provide a detailed description of how actual work hours for student employees will be tracked, verified, submitted, and retained according to records retention policies) Click here to enter text. |
| **Email completed form to** **campusworks@kent.edu** |

05/05/2017