



Student Employment Request Form

For questions regarding this form, or for questions regarding student employment, please contact the Office of Human Resources, Student Employment Office. Please email the completed form to studentemployment@utrgv.edu.

Requestor Name: _____ Email: _____

Department: _____ Division: _____

Alternate Contact:
Name: _____ Email: _____ Phone: _____

Existing Position Information. Only student appointments can be requested using this process.

	Existing Student Title/Name or Vacant	Pos #	Hours per week Requested	Start Date	End Date	Hourly Rate	Employee ID	Estimated Financial Aid Funding	Wage Pool Request
	Example:	70012345	19	6/1/20	8/31/20	\$8.00	6001234567	\$700	\$300
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
	Total:								

Additional Positions being Requested (you may combine multiple positions if they have the same title, scope, job location and timeframe)

	Pos # & Student Title	# of Pos Requested	Hours per week Requested	Start Date	End Date	Hourly Rate	Location	Estimated Financial Aid Funding	Wage Pool Request
	Example:	3	19	6/1/20	8/31/20	\$8.00	E	\$700	\$300
1.									
2.									
3.									
4.									
	Total								

Please provide a summary of the function of each position requested above, stating the overall function and specifics of work performed.

	Scope of Job	Essential Duties
1.		
2.		
3.		
4.		

APPROVALS:

Department Head/Dean (Print Name): _____ Signature _____ Date _____

Division Head (Print Name): _____ Signature _____ Date _____

HR-SEO Comments:

Human Resources (Print Name): _____ Signature _____ Date _____

Dr. Guy Bailey
President: _____ Signature _____ Date _____ (Rev. 5/13/20)