



Student Employment Job Request Form

Date _____

Hiring Unit _____

Position Title _____

Job Description _____

Job Requirements _____

Number of Students Requested _____

Start Date _____

End Date _____

Type of Position

- Federal Student Work Study Regular Student Employment Graduate Assistantship

Length of Time Accepting Applications

- Fall Term Spring Term Summer Term Entire Academic Year

Hiring Manager _____ Room _____

Email address _____ Ext _____

Additional Instructions:

Return completed form to the Office of Career Services in Room B1215 or email a scanned copy to career@govst.edu. If you have questions, please call the office at 708-235-3974.

Applicants will hand-deliver a completed Student Employment application and any other required documents to the hiring manager listed on this form.

Career Services Use ONLY	
<i>Position Posted On Experience</i>	

<i>Initials</i>	<i>Date</i>