

2008

2009

INSTRUCTIONS FOR COMPLETING CLARK COLLEGE WORK-STUDY STUDENT HELP REQUEST

Please fill out this form online then print and sign. To fill out this form, click in the grayed areas provided. Where there are check boxes, next to a specific field you can click inside the box indicating your choice. Please include a complete job description.

Only One form per Job Title, If you hand pick a student for this job, e-mail ecarroll@clark.edu with the Student Name and SID#, Job # and wait 24 hours then send the student to Employment Services.

Subsequent modifications must be approved before any changes will be made. The completed form should be returned to the Clark College Work-Study Office (Mail Stop GHL 101), Phone Ext. 992-2416.

- (1) **DEPT. NAME:** – Name of the department in which the student will be hired.
- (2) **ADMIN ASST. NAME:** - Admin Assistant's name and their phone ext.
- (3) **SUPERVISOR NAME:** – Name of faculty/staff member who will directly supervise the student and their phone ext.
- (4) **BUDGET NUMBER** – Departmental budget number in which the student will be paid from in the case of Institutional Hire *or* Work-Study award overage.
- (5) **DURATION OF POSITION** – Quarters in which this position will be available. To choose the quarters simply click in the box provided next to each quarter you wish to make the position available and a check will appear in the box.
- (6) **NUMBER OF POSITIONS** – Whether any positions have been filled or not this represents the total number of positions you will hire.
- (7) **PRIMARY TASKS** – In order of importance list the major tasks the students will need to be able to perform.
- (8) **SKILLS/EXPERIENCE/EDUCATION REQUIRED** – If you have any specific skills or education that you feel would be a contributing factor for an ideal candidate to possess.
- (9) **REQUEST AUTHORIZED BY** – Administrative Assistant authorized to sign time sheets and hire students must sign this form.
- (10) **INSTITUTIONAL HIRE AUTHORIZED BY** – the Dean or the Vice President must authorize all Institutional Hire positions to assure that permission has been granted to use departmental funds.

