

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

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| **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  No  Student 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**](mailto:campusworks@kent.edu) | | |

05/05/2017