



TO BE COMPLETED BY THE EMPLOYING DEPARTMENT >>>

New Student Returning Student

Student's Name

Position Number

myWSU ID Number

Department

Placement/Origination Number

Position Title

Type of Work

Location (where the student will perform his/her duties)

Hourly Wage Rate (or Range)

Length of Student's Employment (Beginning/Ending Dates)

Desired Hours Per Week

Period of Employment (Please check all that apply):

Fall 2023

Spring 2024

Summer 2024

Purpose/role of the position within the organization:

Short description of duties and responsibilities performed by the student as related to the position's purpose/role:

Required position qualifications:

If various levels/rates of pay are associated with the position, please identify the procedures for determining a student's rate of pay and the specific position qualifications needed:

Evaluation procedures and schedules:

Please give the name of faculty or staff member designated as the student's supervisor for this position:

Supervisor

Email

Date

Department

Telephone