STUDENT EMPLOYMENT Requisition

Position Title: ___________________________ Today’s Date: ________________

Department: ___________________________ Reports To: ___________________________

(Please check one)
Department Budget:  
University Funded  □
Budget Account Number(s): 110-_________________________

Work Study Funded  □
Budget Account Number(s): 195-_________________________

(Please check one)
Posting:  
New  □
Re-posting  □
If re-posting, prior posting date: __________________________

Start Date: ___________________________ Part-time: _________ Hours/day/week

Number of positions available: __________ Hourly Rate: ___________________________

Comments/OtherConditions: __________________________________________

Approvals:

Requestor: Print Name __________________________________ Requestor: Signature __________________________________

Administrator (Budget Oversight): Print Name __________________________________ Administrator (Budget Oversight): Signature __________________________________

Human Resources Signature for Approval

Please email this requisition and a current job description in WORD format to hr@ndnu.edu for approval and posting.