



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/Other Conditions: _____

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.