**Student Hiring Approval For Departments:**

In order to hire a new Student Assistant/Graduate Student, a department must have approval **BEFORE** hiring. Please fill out the information below in order to receive approval. Please set up a time with Kim Brannan for student to complete paperwork before the hire date.

(Note: PhD Students do not need approval unless exceeding the set number of positions for the department)

- [ ] Student Assistant
- [ ] Graduate Assistant
- [ ] GPTI/TA/RA

Department: ________________ Start Date: ___________ Hourly Wage: ___________

This student will have the following duties:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

*When a student is no longer working, it is the responsibility of the department to notify Kim Brannan within 5 business days of the student’s departure.*

- [ ] Approve  [ ] Not Approved
- [ ] Approve  [ ] Not Approved

__________________________  Dr. Jeff Mercer
Department Approval or Horn/Chair/Professorship Holder  Sr. Associate Dean

Please provide the following (*New students will not be appointed without information listed below)*:

1. Approval Form
2. Employment Application

Student Name: ____________________________________________

R# : ____________________________

- [ ] Area Funds  [ ] Chair/Professorship Funds

FOP Number: ____________________________________________

**Does student have another job on campus?** ____________________________

If yes, student must keep combined hours below 19.5/hours per week.

**It is the student’s responsibility to inform us when he/she accepts a second position on campus.**

________________________________________
Student Signature

Please submit this form to Kim Brannan, Room 251, in order to begin the hiring process.