

REQUEST TO ADVERTISE FOR STUDENT LABOR

Student Supervisor's Name: _____

Workplace Location: _____

Student Job Title: _____

Hourly Pay Rate: _____

Type of Funding: _____

If Student Labor, specify
KFS Code to be charged: _____

Describe the Job:

Requirements for the Job:

Number of Available Openings: _____

Hours per Week: _____

Expected Start Date: _____

Requesting Supervisor's Signature Date

Approving Manager/Director's Signature Date

When completed, please submit this form to the UITS Business Office, MSB, Unit 3138.