



STUDENT EMPLOYMENT REQUISITION

Fiscal year _____
Career Center _____
Financial Aid _____

Instructions:

Please complete all areas, including the special skills section on the reverse side. Once completed, the signed requisition is sent to the Career Development Center, along with a copy of your job posting on Eagle Jobs.

Job Title		Check One: <input type="radio"/> Federal Work-Study <input type="radio"/> Student Assistant	
Job ID		Department	
Date Position Available		Department Head Approval	Date
Position Supervisor		Fiscal Officer Approval	Date
Number of Positions needed Summer _____ Fall _____ Winter _____ Spring _____			
Date Person Needed	<input type="radio"/> New Position <input type="radio"/> Rehire <input type="radio"/> Revised <input type="radio"/> Reclass	Reporting Unit	Peoplesoft Position Number
Department Interviewer(s)	Extension:	Prepared by:	Extension: Building/Room No.

JOB SPECIFICATIONS

Names of Students To Be Rehired				Work Schedule	
Name	Salary	Name	Salary	(Days/Hours) _____	
Name	Salary	Name	Salary	_____	
Name	Salary	Name	Salary	UAS Grant, if applicable	
				Yes	No

Job duties and responsibilities.

Classification (Indicate one)		Level B	Level C	Level D	Level E	Salary Range (per hour) \$ _____	Starting Salary (per hour) \$ _____
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Do the job duties for this position have any potential exposure to student records? Yes No

If YES, please ensure that your Student Assistant takes the FERPA tutorial and test (www.calstatela.edu/its/policies/ferpa/) and submit the FERPA Certificate to the Career Development Center within one week of starting work.

PLEASE NOTE:

Live Scan (University Administrative Manual, Section 312, Fingerprint Procedure)

If any of the job responsibilities on the Requisition appear to make this a "position of risk," the Student Employment Office will seek clarification with the hiring department, and, if necessary, refer the Requisition to Human Resources Management (HRM) for review and determination.

If it is determined to be a position of risk by HRM, the requisition and job posting must state that the position requires a Live Scan and clearance prior to hiring. At the time the hiring department makes an offer of employment, they will refer the candidate to HRM to complete the Live Scan process. If the candidate is cleared after the Live Scan, the hiring department will refer the student to the Student Employment Office for processing to begin work.

State Vehicle Driver Program

If the job requires driving, then students that are hired must enroll in the State Vehicle Driver Program and complete the Defensive Driver Training Program. If a personal vehicle is used, they must submit the Authorization to use Privately Owned Vehicle (Form 261). For more information and to enroll in the programs, please visit the website of the office of Risk Management and Environmental Health and Safety, www.calstatela.edu/univ/ehs/rm_vehprog.php.

Please indicate, by checking the appropriate box, those skills and attributes which are needed to your position.
(Check all that apply)

ACCOUNTING SKILLS

- Accounting Courses
- Bookkeeping
- Math Skills
- Detail-Oriented
- Inventory Control
- Journal Entries
- Payroll/Attendance
- Spreadsheet Maintenance

ART

- Web Design Maintenance
- Desktop Publishing
- Newsletters/Brochure Creation
- Graphic Arts and Design
- Layout & Paste-up
- Photography

COMPUTER SKILLS

- Microsoft Office Applications
- Programming Experience/Ability
- HTML Coding
- Software Installation/Upgrades
- Data Entry
- User Training
- Diagnostics
- PC Installer
- Macintosh Experience
- Graphics Applications

EDUCATION LEVELS

- Freshman
- Sophomore
- Junior
- Senior

ENGINEERING

- Drafting
- CAD/CAM Applications
- Unix

ENGLISH

- Spelling Skills
- Editing
- Writing Skills
- Bilingual (languages)

GENERAL SKILLS

- Task-Oriented
- Works Under Pressure
- Lead Person
- Communication Skills
- Prioritizing Tasks
- Neat Appearance
- People Skills
- Dependable/Punctual
- Analyzing skills
- Event Planning
- Organizational Skills
- Self-Motivated
- Work Independently

GPA REQUIREMENTS

- 2.0 GPA
- 2.5 GPA
- 3.0 GPA
- 3.5+ GPA

HEALTH

- Water Safety Instruction Certificate
- CPR Certificate
- First Aid Certificate
- Physically Fit (if applicable)

JOB CHARACTERISTICS

- Hours Will Vary
- Requires Standing/Lifting
- Background Check Required
- Weekends/Nights Mandatory
- Finger Printed Required

MAJORS

- All Majors
- Accounting

- Business
- Biology
- Civil Engineering
- Computer Science
- Criminal Justice
- Child Development
- English
- Math
- Education
- Elec. Engineering
- Engineering
- Finance
- Marketing
- Mech. Engineering
- Psychology
- Rehab. Counseling
- Chemistry
- Art
- Political Science
- _____
(Other)

OFFICE SKILLS

- Phone Skills
- Typing 30+ WPM
- Typing 50+ WPM
- Filing
- Fax/Copy Experience
- Inventory/Supply Maintenance
- Mail Distribution

SOCIAL SCIENCE

- Counseling
- Tutoring
- Mentoring

WORK EXPERIENCE

- Entry Level
 - 1 Year Experience
 - 1-2 Years Experience
 - Supervisory Experience
 - Related Work Experience
 - Familiar With University
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