

**REQUEST FOR WORK-STUDY POSITION 2011-2012**

- 1. Period: (A) Academic Year \_\_\_ (B) Fall Only \_\_\_ (C) Spring Only \_\_\_
- 2. Job Title: \_\_\_\_\_
- 3. Number of Positions Requested: \_\_\_\_\_
- 4. Average Number of Work Hours Per Week: \_\_\_\_\_
- 5. Hourly Pay Rate: \$ \_\_\_\_\_
- 6. Student May Have to Work: (A) Days \_\_\_ (B) Evenings \_\_\_ (C) Weekends \_\_\_
- 7. Hiring Department: \_\_\_\_\_
- 8. Person Student Initially Reports To: \_\_\_\_\_
- 9. Building Name and Room Number: \_\_\_\_\_
- 10. Campus Box and Employer Phone Number: \_\_\_\_\_
- 11. Employer Email: \_\_\_\_\_
- 12. Employer Fax Number: \_\_\_\_\_
- 13. Person Responsible for Payroll: \_\_\_\_\_
- 14. Payroll Phone Number: \_\_\_\_\_
- 15. Department Project #: \_\_\_\_\_
- 16. Department PHASE #: \_\_\_\_\_
- 17. Department OUC #: \_\_\_\_\_
- 18. Job Description and Any Special Skills:  
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**RETURN BY E-MAIL TO:** [Nell\\_Summerlin@ncsu.edu](mailto:Nell_Summerlin@ncsu.edu)