CASE WESTERN RESERVE UNIVERSITY

REQUEST/JOB DESCRIPTION FOR STUDENT EMPLOYEE

**NOTE:** Please use a separate request for each position to be filled.

**ALL SECTIONS MUST BE COMPLETED**

\_\_Academic year \_\_Summer 20\_\_

Department:

Location: Phone:

Contact person: Email:

Job Title:

Job Outline:

Minimum Qualifications:

Hourly Rate:

 Hours required: \_\_\_ \_\_ Daytime \_\_Evening \_\_Weekend \_\_ Holidays

 Position is for: \_\_\_\_ Work Study \_\_\_\_Non-Work Study \_\_Undergraduate \_\_ Graduate

Will the Student Employee be using or be exposed to **Human Bloodborne Pathogens? \_\_** Yes \_\_ No

**Note:** If yes, the student will be required to receive a hepatitis “B” vaccination or sign a declination statement.

Requesting a specific student:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EmpId \_\_\_\_\_\_\_\_\_\_\_\_\_\_