

STUDENT EMPLOYMENT REQUISITION FORM

Purpose: This form is used to provide information for student employment job postings.

Directions: Please complete the following information, including the correct department account code. Once complete, send to People Operations: peopleops@stephens.edu

Position Title: _____

Pay Rate: _____

Department: _____ **Position Code:** 63100 _____

Part-time ☒ **No. of anticipated weekly hours** _____

Expected Start Date: _____ **Hiring Manager:** _____

Committee Members: _____

Job Description:

Program Coordinator/ Director/Dean _____ Date _____

People Operations _____ Date _____