



## Student Employee Job Posting

**Instructions:** Supervisors should fill out this form toward the end of each semester. The job will be posted on the HR website for the following semester and a deadline for applications received will allow time for you to interview each candidate.

Date: \_\_\_\_\_ Department: \_\_\_\_\_

Student will report to whom: \_\_\_\_\_

Position Title as student worker: \_\_\_\_\_

(if not on drop down list, please list: \_\_\_\_\_)

**Date of Posting:** \_\_\_\_\_

**Last day for Posting:** \_\_\_\_\_

**Semester of Employment:** *check one*

**Fall:** \_\_\_\_\_

**Spring:** \_\_\_\_\_

**Summer:** \_\_\_\_\_

*Human Resources use only*

Date received: \_\_\_\_\_

Email of Documents: \_\_\_\_\_

E-Verify: \_\_\_\_\_

W-4 and I-9: \_\_\_\_\_

GP Input date: \_\_\_\_\_

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date

Note: Students are not eligible to work on-campus over 20 hours per week. On-campus jobs must end during the semester they begin for end-of-term evaluation.

**Number of Openings:** \_\_\_\_\_

**Preferred Major(s):** \_\_\_\_\_

**GPA Minimum:** \_\_\_\_\_

(up to the discretion of the hiring supervisor.)

Skills (Select from list below):

Basic Programming Knowledge  
Written Communication  
Microsoft Office Suite  
Work in Fast Paced Environment

Problem-Solving  
Collaborative  
Project Management  
Self-Motivated

Time Management  
Works Well in Groups and Independently  
Critical Thinking and Problem-Solving  
Punctuality

Prefer to interview on own

Prefer HR or Career Services to interview:

**Job Description:**

We, the undersigned, hereby certify that the recruitment effort follows the University Equal Opportunity Statement and that we are an Equal Opportunity Employer. Students will be accepted and assigned to job opportunities and otherwise treated without regard to race, color, religion, national origin, sex, sexual orientation, marital status, veteran status, or disability, as well as other classifications protected by applicable state or local laws. I have read and agree with the above statement.

(1) \_\_\_\_\_  
Supervisor Date

(2) \_\_\_\_\_  
Director of Business Affairs Date

\*Return this form after approval to the HR Office, hr@na.edu or 9th floor room 911.