

HOURLY APPOINTMENT REQUEST
SCHOOL OF SOCIAL WORK

MUST BE COMPLETED BEFORE WORK BEGINS

Name: _____ Phone: _____ E-Mail: _____

DOB: _____ Gender: M / F UIN: _____

University employee within past 90 days? If yes, Dept. Name _____
Dept. Phone _____

Student? Requested Placement Start Date _____

Check Only One from box below:

➤ Undergrad Student Hourly \$ _____ per hour

➤ Grad Hourly \$ _____ per hour

***Must complete duties on back side of this form**

-Must be enrolled; can only work a max of 20 hours per week; will NOT receive a SSW tuition waiver

Pay Rates for Hourly Graduate Student Employees

\$13.00 basic types of duties (i.e., audio visual assistance, clerical assistance)

\$22.36 research positions

➤ Academic Hourly \$ _____ per hour

***Must complete back side of this form**

-Must have, at minimum, a bachelor's degree; NOT enrolled in courses (Temporary Appts. Only)

Appointment Period

The start date of the appointment will be determined by the date that Michelle (or other appropriate person) verifies ID for the I-9. You may give the date you would like them to begin working, but we will not be able to start employment until all new hire paperwork is completed.

Desired Start Date: _____ End Date: _____

Grant or Account they will be working on: _____

Supervisor

Date

Rachael Dietkus-Miller (MSW) Date

Min Zhan (PhD)

Date

Academic/Grad/Student Hourly Job Description

Incumbent:

Supervisor:

Primary Position Function/Summary (1-2 sentence summary):

Major Duties and Responsibilities (detailed duties):

Salary:

Education:

- Required:
- Preferred:

Experience:

- Required:
- Preferred:

Training (needed to be considered for the position; do not include any on-the-job training needed):

Knowledge Requirements:

- Required:
 - Preferred:
-

Incumbent Signature: _____

(Will sign upon completion of I-9)

Date: _____

Supervisor Signature: _____

Date: _____