

Student Position Template

□ New Position ☐ Update Existing Position Position Details: For additional student position information, see the <u>Student Appointment Guide</u>. ☐ Student Assistant (7968) ☐ Graduate Teaching Associate (4905) ☐ Student Intern (8090) -☐ Graduate Fellow (4875) approved internship programs only Please select the correct ☐ Grad Supplemental Fellow (4874) -☐ Non-OSU Student Assistant (8004) primary appointment required Student Classification: ☐ Graduate Trainee (4908) ☐ Graduate Research Associate (4894) ☐ Undergraduate Trainee (8470) ☐ Graduate Admin Associate (4869) Working Title - Maximum 30 characters Standard Hours per Week **Department Number Building/Location & Room Number** Supervisor Name & Employee ID Pay Rate or Range **Anticipated Funding Source** ☐ Federal Work Study (FWS) ☐ Department Budget **Position Description** – Paragraph format, please avoid bullets.

Qualifications — Required or desired education/experience to be considered for position	
Job Posting Details: (Required for Federal Work Study positions, Optional for non-FWS positions)	
Desired Posting Website(s) (Note: Students without FWS award will be funded by the department)	☐ FWS Job Board ☐ Student Financial Aid Job Board ☐ Both FWS & SFA Job Boards
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Number of Openings Available	
Job Duration (month, academic year, season, etc.)	
Work Schedule (e.g. M-F 2-6pm, nights, weekends, shifts vary, etc.)	
Contact Name (if different than supervisor)	
Contact Phone Number	
Contact Email	
Applicant Instructions (Optional; may include preferred contact method, apply by date, documents desired, etc.)	

Additional Details

Please complete and submit an <u>HR Action request</u> – "Create New Position" or "Fill Existing Position" to submit your new position/changes and attach this completed document.

Federal Work Study Position pay ranges will be assigned by the FWS Office within a few days of the posting creation. The service center will add the range in the HRA request and email the request contact.

If requesting to post a regular, non-FWS, student position, the Service Center will submit the above provided Job Posting information to the <u>Student Financial Aid Job Board</u>.