



SOUTHERN ARKANSAS UNIVERSITY TECH

PO BOX 3499

EAST CAMDEN, AR 71711

STUDENT WORKER
EXTRA-HELP WORKER

**STUDENT WORKER/EXTRA HELP/PART-TIME
PERSONNEL REQUISITION**

TO: PERSONNEL OFFICE

Date: _____

FROM: _____
(Name) (Division and Department)

Job Title	Full or Part-Time	Regular or Temporary	Salary Per Hour
NEW POSITION	1	REPLACEMENT	1

- Date of which employee is needed: _____
- If the position is part-time, specify the total work hours per week schedule. _____ hours Max: students 20 hrs.
Extra help 28 hrs.
- If the position is temporary, state the date on which employment is to be terminated. _____
- The work location of the person selected will be (name of building and room number) _____
- Refer applicants to (name, location and telephone extension) _____ for interview.
- This department number is: _____
- This department's expense account number is: _____

***EXPERIENCE AND TRAINING REQUIREMENTS**

- ATTACH COPY OF JOB DESCRIPTION:
- REMARKS: _____

* Do not establish requirements that are contrary to law; for example, the establishment of age or sex requirements may be a violation.

APPROVALS

DEPARTMENT HEAD: _____ DATE: _____

VICE CHANCELLOR: _____ DATE: _____

CHANCELLOR: _____ DATE: _____

Name of Employee: _____