



ON-CAMPUS JOB DESCRIPTION and POSTING REQUEST

The information provided below will be used to approve the position and the requested pay level and/or to advertise it on Handshake, SU's student employment database. Hire paperwork cannot be processed until we have a current job description approved and on file. Please use the PDF's "Fill & Sign" function to complete the form or note "See Attached" and include a Word document addressing each required field. The completed form can be emailed to Student Financial Services at studentemployment@seattleu.edu. Once the form is received, reviewed and approved, the job will be:

1. Posted within 5 business days (unless the beginning date for the position indicates a later date),
2. Closed when Student Financial Services receives notification that the position has been filled, and
3. Maintained in Handshake, the student employment database, so it can be re-opened upon request.

****Please Note: SFS will request an updated job description periodically to maintain current records.**

Supervisors with questions about on-campus student employment at Seattle University should review the "Supervisor's Guide to On-Campus Student Employment" at <https://www.seattleu.edu/financial-aid/student-employment/> or call the Student Financial Services Office at 206-220-8020.

DEPARTMENT INFORMATION

Office Name: _____ Campus Phone #: _____

Campus Address: _____

Contact Person/Supervisor: _____

JOB INFORMATION

Job Title: _____

Job Description (Be as specific & thorough as possible, attaching additional sheets as needed): _____

Job Qualifications (Be as specific & thorough as possible, attaching additional sheets as needed): _____

Application Instructions (Who to contact and how, including the application deadline if there is one): _____

Date Position Begins: _____ Date Position Ends (if applicable): _____

Is the position (check one): Federal Work-Study (FWS) Institutional Work-Study (NWS) Either

Pay rate requested (check one): \$16.40 \$16.50 \$16.75 \$17.00 \$17.25 \$21.67 (Graduate Assistant)

Hours to be worked per week: _____ Number of available positions: _____

Would you like to advertise this position? _____