

## Student Employment Request Form

Student Requested (if applicable): _____	
School/Department: _____	
Extension: _____	Room/Bldg. Number: _____
Budget: <input type="checkbox"/> DWS <input type="checkbox"/> FWS <input type="checkbox"/> Special Project <input type="checkbox"/> Other	Term(s): <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring
Budget Number: _____	

**Position requested:**

- ☐ **Food Service Assistant:** May work in cafeteria or snack bar. Duties include filling food orders, stocking products, dishwashing, cleaning kitchen, and other duties as assigned. Must be able to pass Food Handler's test.
- ☐ **Clerk/Typist:** Provide Clerical support such as filing, making copies, answering telephones, and other receptionist duties as assigned. Requires knowledge of office machines, good computer skills, and typing speed of 35 wpm.
- ☐ **Clerk/Non-typist:** Provide clerical support such as: filing, answering phones, and copying. Other clerical duties as assigned.
- ☐ **Custodian:** Maintain cleanliness of campus facilities such as: classrooms, cafeteria and bathrooms. Requires bending and heavy lifting.
- ☐ **Garage:** Washing and fueling fleet vehicles, operating sweeper, other duties as assigned. Valid CA driver's license required.
- ☐ **Grounds:** Assist with upkeep of campus grounds, including watering, trimming shrubs, and digging. Other duties as assigned. Requires bending and heavy lifting.
- ☐ **Laboratory Aide/Tech:** Assist in classrooms, locker rooms, computer labs, or math/science labs. Duties may include assisting students, maintaining lab supplies and equipment. Other duties as assigned. May require successful completion of classes specific to subject area.
- ☐ **PE/Recreational Aide:** Assist students in adaptive physical education settings such as pool and weight room. Other duties as assigned. Heavy Lifting is required.
- ☐ **Maintenance:** Work with skilled tradesmen in electrical, plumbing, carpentry and/or HVAC maintenance. Basic hand tools knowledge and Valid CA driver's license required.
- ☐ **Peer Advisor:** Assist advisor in recruitment. Visit high schools, assist with guidance, tours, events and other duties as assigned. Valid CA driver's license required.
- ☐ **Positive Attendance:** Scan student ID cards to check students in and out of labs.
- ☐ **Public Safety Assistant:** Patrol campus, assist with unlocking vehicles and charging batteries, telephone reception. Valid CA driver's license required.
- ☐ **Tutor:** Provide tutoring on an individual or group basis. Assist teachers in classroom setting. Ability to work with others. May require successful completion of classes specific to subject area.
- ☐ **Warehouse:** Stocking, sorting, delivering supplies. Other duties as assigned. Ability to lift 50 lbs. and valid CA driver's license required.
- ☐ **Note Taker/Lab Assistant:** Assist students with limited mobility in classrooms or labs. May require successful completion of classes specific to subject area.

**Other:** \_\_\_\_\_

Number of openings: _____	Total weekly hours: _____	Flexible hours? <input type="checkbox"/> Yes <input type="checkbox"/> No
Specific days and hours: _____		
Wage: _____		
Employment start date: _____		
Immediate Supervisor (please print, then sign): _____		
Unit Budget Supervisor (please print, then sign): _____		

**Note:** In lieu of obtaining signatures, you may e-mail this to Student Employment Services via your unit budget supervisor.