



REQUEST TO HIRE STUDENT ASSISTANT

Date of Request: _____ Start Date: _____ Faculty/Staff Supervisor: _____
 New Appointment Re-Appointment Semester & Year: _____
 Account #: _____ Fund #: _____ Funding Source: SJSU TF RF

STUDENT MUST HAVE A VALID EMPLOYMENT VERIFICATION CARD (EVC) BEFORE START OF EMPLOYMENT

EVC Start Date: _____

Work Study: No Yes

Hourly Rate: \$ _____ *Minimum Hourly Rate: \$17.00*

Hourly Pay Rate Change: from \$ _____ to \$ _____

Total Hours Requested per Week: _____ per Semester: _____

OFFICE USE ONLY			
Hourly Rate Authorized	:	Total Hours Authorized per Week	:
_____		_____	
Total Semester Salary	:	Total Hours Authorized per Semester	:
_____		_____	

STUDENT INFORMATION

First Name: _____ Middle Initial: _____ Last Name: _____

SJSU ID: _____ Contact #: _____ SJSU Email: _____

Degree & Major: _____ Expected Graduation Term: _____

Undergraduate Student: No Yes ; if Yes, is student enrolled in a minimum of 6 units at time of hire:
 No Yes

Graduate Student: No Yes ; if Yes, is student enrolled in a minimum of 6 units OR
 4 units all in 200 level courses OR
 Any combination of weighted graduate units and undergraduate units equal to 6 units:
 No Yes

Will student work with confidential records No Yes ; if Yes, a Background Check will be required and it may take at least 7 business days.

Student will work: Remotely In-person ; if In-person, has the duties or responsibilities been approved by the Department Chair:
 No Yes

Describe the duties or responsibilities to be performed:

OFFICE USE ONLY			
Request Received	:	Prepared Employment Offer Letter	:
_____		_____	
Emailed I-9 Clearance Information	:	Submitted Appointment Packet to UP	:
_____		_____	
EVC Received	:	Emailed Employment Offer Letter to Student & Supervisor	:
_____		_____	
		Electronic File Created	:

		Added to Student Assistant Database	:

		Added to Gmail Group	:
