



**STUDENT WORKER POSITION REQUEST & JOB DESCRIPTION FORM**

**Please complete this form in its entirety and return to Human Resources.**

Date of Request: \_\_\_\_\_ Posting close date: \_\_\_\_\_

Requesting Department: \_\_\_\_\_

Campus: \_\_\_Claremore \_\_\_Pryor \_\_\_Bartlesville

Submitted by: \_\_\_\_\_

Telephone: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

Position Title: \_\_\_\_\_

Job Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Skills required:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Basic Duties:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other duties as assigned: \_\_\_\_\_

By signing this, I understand that the student is not to work more than 24 hours per week during school semesters and CANNOT work during regularly scheduled class times. (For additional information, please refer to the RSU policies and procedures manual.) For work-study only: Assist the student with monitoring hours to avoid exceeding the Federal Work-Study award amount.

\_\_\_\_\_  
Signature of Department Head/Supervisor

\_\_\_\_\_  
Date