SEATTLE UNIVERSITY

ENROLLMENT SERVICES
Office of Student Financial Services
901 12th Avenue, PO Box 222000
Seattle, WA 98122-1090

Tel: (206) 220-8020 Fax: (206) 296-5755
financialservices@seattleu.edu

ON-CAMPUS JOB DESCRIPTION and POSTING REQUEST

The information provided below will be used to approve the position and the requested pay rate and to advertise it on the Redhawk Network, SU's student employment database. Completed forms should be submitted to Student Financial Services via campus mail (USVC 105), fax (206-296-5755) or, after scanning, email (financialservices@seattleu.edu). Once the form is received, reviewed and approved, the job will be:

1. Posted for the immediate academic quarter (unless the beginning date for the position indicates otherwise),
2. Closed when Student Financial Services receives the Student Employment Action Form if it's a work study position or, if not a work study position, when notification is received that the position has been filled, and
3. Maintained in the Redhawk Network student employment database so it can be re-opened immediately upon request.

Supervisors with questions about on-campus student employment at Seattle University can review the "On-Campus Student Employee Supervisor's Guide" at www.seattleu.edu/financial-aid/student-employment/supervisors-guide or call the Student Financial Services Office at 206-220-8020.

DEPARTMENT INFORMATION

Department Name: _____ Campus Phone #: _____

Campus Address: _____

Contact Person/Supervisor: _____

JOB INFORMATION

Job Title: _____

Job Description (Be as specific as possible, particularly for Level 2, 3 and 4 positions, attaching additional sheets as needed): _____

_____

_____

_____

Job Qualifications (Be as specific as possible, particularly for Level 2, 3 and 4 positions, 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): ☐ Work-Study ☐ Non Work-Study ☐ Both

Pay rate requested (check one): ☐ Level 1 ☐ Level 2 ☐ Level 3 (Grad Student) ☐ Level 4 (Grad Student)

2013-14 Hourly Rates:	$9.70/hr	$10.85/hr	$11.90/hr	$21.67/hr

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