

BU Student Employment

Student Position Request

- To advertise an open student position for your department, complete the form below by filling in ALL fields.
- Once this form is complete, CLICK on the *Submit* button at the top of this form.
- Note: If you wish to hire multiple students for the same position, you only need to complete one (1) *Student Position Request* form. If you desire to hire multiple students but each job has a different function, please complete a separate *Student Position Request* form for each position.

Hiring Manager Details

Hiring Manager First Name:	
Hiring Manager Last Name:	
Hiring Manager Title:	
Hiring Manager E-mail:	
Hiring Manager Department:	

HR Title

Student Position Title:	
Compensation: <ul style="list-style-type: none"> - <i>Enter \$7.25 if paying Minimum Wage, or enter higher amount</i> - <i>Enter \$11.00 if you are an off-campus FWS organization</i> 	

Position Information

On-Campus Location / Off-Campus Address:		
City:		
State:		
Zip Code:		
Contact (Student's Supervisor):		
Contact Phone/Extension:		
Contact Email:		
Contact Fax:		
Additional staff needing to have "view-only" access of student applications submitted for this position:	Name:	E-mail:
Position Purpose:		
Qualifications and Requirements: (Knowledge, Skills and Abilities) <i>(if applicable)</i>		
Experience: <i>(if applicable)</i>		
Education: <i>(if applicable)</i>		
Physical Requirements and Working Conditions: <i>(if applicable)</i>		
Additional Information:		

Essential Job Functions and Responsibilities (be specific)

Job function (1):	
Job function (2):	
Job function (3):	
Job function (4):	
Job function (5):	
Job function (6):	
Job function (7):	
Job function (8):	