

Financial Aid/Student Employment Office
103 Wilder Tower

Office: (901) 678-5774
FAX: (901) 678-5902

**THE UNIVERSITY OF MEMPHIS
STUDENT EMPLOYEE REQUEST FORM**

(Please print clearly)

PLEASE READ

*Once you've hired the student(s), please complete the appropriate paperwork and submit them to our office. It is recommended that you submit the paperwork to the Student Employment Office **FIVE** days **BEFORE** the students begin working. Students cannot begin working until you receive approval back from our office.*

Semester(s) Needed: _____ Date Needed: _____

Department: _____
(No department abbreviations please)

Location: _____ Phone: _____
(Building Name/Room No.)

Fax: _____

Contact Person(s): _____

Email Address(s): _____

No. of Students Needed:

Fed. Work-Study Student Employees _____

Regular Student Employees _____

Hours Per Week: _____

Pay Rate per Hour: _____

Brief Job Description: _____

Duties:

____ Typing

____ Copying

____ Computer Knowledge

____ Running Errands

____ Filing

____ Answering Phones

****Please notify the Student Employment Office when position is filled.****