

**STUDENT WORKER REQUEST FORM**

Campus: [ ]  Queens [ ] Staten Island [ ] Manhattan

Date: Click or tap to enter a date.

Department: Click or tap here to enter text. Org#:Click or tap here to enter text.

Ext#:Click or tap here to enter text.

Building Location: Click or tap here to enter text.

Room #Click or tap here to enter text.

Will interview be conducted at this location? [ ] Yes [ ] No

Supervisor’s Name: Click or tap here to enter text.

Office Hours: Click or tap here to enter text.

Type of Student Requesting: *(check one)*

[ ] College Work Study Student [ ] Regular Student

Number of positions available: Click or tap here to enter text.

Work Schedule: (Please be specific) (i.e.) 8:30 a.m.-12 p.m. Click or tap here to enter text.

Duties and Responsibilities: (i.e.) Typing, filing, answering phones … Click or tap here to enter text.

Skills: (i.e.) Basic Microsoft Word, Excel Click or tap here to enter text.

Comments:Click or tap here to enter text.

***Instructions****: Please complete this form and return to Mary Cascio in the Office of Human Resources. You can also e-mail this form to* casciom@stjohns.edu *or fax to 718-990-5887.*