Glen Oaks Student Worker Requisition Form

Requestor: _____

Student Worker Requested (if a specific person): _____

If specific person requested – Number of credit hours enrolled for this semester: _____
(Must be at least 6 credit hours to qualify as a Glen Oaks Student Worker; less than 6 credit hours will be a Departmental Assistant)

Department name and number being charged: _____

Beginning and End Date of Contract: _____

Number of Hours Expected to Work on a Weekly Basis: _____

Reason for Need:

_____

_____

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_____

_____

_____
Requestor's Signature Date

Print

Reset

_____
President's Signature Date

FOR OFFICE USE ONLY:
Has Financial Aid been awarded to this student (if indicated): Yes _____ No _____
Amount covered in budget: Yes _____ No _____
Request Approved _____ Request Denied _____

Hourly rate of pay: _____