



Student Success Business Office

Date Received: _____

STEPS & Student Posting Request Form

This form is used to request STEPS employees or to post a student position. If the name(s) of the student worker is already known, use the Student Request Form. Submit completed form to the Student Success Business Office.

*Please select request type: STEPS Hire Student Job Posting

*Job Title: _____

Work Location: _____ Off Campus On Campus

*Salary Range: _____ Proposed start date: _____

*Cost Center: _____

Required Education: []

Required Related Experience: []

Required License/Registration/Certification: _____

Preferred Education/Experience: []

Physical Requirements: _____
(Sitting for long periods of time; Lifting, pushing, or pulling of objects up to 25 lbs., etc.)

Shift/schedule: _____ Hours per week: _____

Will this position have supervisory responsibilities? Yes No

Will this Employee be considered a Campus Security Authority? Yes No

STEPS Candidate Name, Phone, and E-mail: []
(if known)

Length Job should be Posted: _____
(Employee may be interviewed, selected, and hired at any time)

*Job Summary (may be attached): []

Skills/Knowledge/Abilities: _____

Posting Questions (may be attached): []
(limit 3 open response questions)

*Supervisor Name (time approval): _____ *Supervisor Phone: _____

*Supervisor Title: _____ *Supervisor e-mail: _____

Requested by: _____ Date: _____

Approved by: _____ Date: _____