

**MADONNA UNIVERSITY  
36600 SCHOOLCRAFT ROAD  
LIVONIA, MI 48150**

**ON-CAMPUS STUDENT EMPLOYMENT REQUEST  
ACADEMIC YEAR \_\_\_\_\_**

**DEPARTMENT** \_\_\_\_\_

**ACCOUNT NUMBER** \_\_\_\_\_

**STUDENT WAGE LEVEL** \_\_\_\_\_

To request an on-campus student help budget for the Academic Year \_\_\_\_\_, you must complete and return this request form to the Business Office, and have a Student Position Description (SPD) on file for all positions requested.

Term I = September – December (15 weeks)

Term II = January – April (15 weeks)

Term III = May – July (12 weeks)

	<u><b>Term I</b></u>	<u><b>Term II</b></u>	<u><b>Term III</b></u>
Number of students needed	_____	_____	_____
Number of hours weekly that each student will be working (20 hours per week is suggested)	_____	_____	_____
Number of weeks each student will be working	_____	_____	* _____

\*If more than 12 weeks, please note.

\_\_\_\_\_  
Account Principal Signature

\_\_\_\_\_  
Date

.....  
**FOR BUSINESS OFFICE USE ONLY**

Student Employment Level \_\_\_\_\_

Wage Rate \$ \_\_\_\_\_/hr

Requested hours \_\_\_\_\_ Approved hours \_\_\_\_\_

Total Budget Impact \$ \_\_\_\_\_

## **INSTRUCTIONS FOR ON-CAMPUS STUDENT EMPLOYMENT REQUEST**

1. Complete one ***Student Employment Request (SER)*** and one ***Student Position Description (SPD)*** for each student wage level and position.
2. Indicate the number of students required by term for each wage level.
3. Indicate the total number of hours per week that all students will be working for the wage level indicated. For example, two level one students are required for Term I, 2003. One student will work 20 hours/week and one student will work 10 hours/week. A total of 30 hours/week should be inserted on the appropriate line on the SER.
4. Indicate the number of weeks each student will be working, i.e. 15 weeks for the fall and winter terms, 12 weeks for the spring/summer term. Please note: Students may work during term breaks and August recess.
5. Obtain the account principal's signature and date the form.

### **PLEASE NOTE THE FOLLOWING GUIDELINES:**

1. Departments or offices requesting student help must have completed Student Position Description (SPD) for each type of position requested.
2. Students may not be "given" a job by either University faculty or staff. Students interested in obtaining student on-campus employment should be referred to the Career Services Office.
3. When filling positions, priority will be given to students who qualify for Federal Work Study or need cooperative education work credits.
4. On-campus student employees are limited to 30 hours per week. Foreign students maintaining F-1 status are limited to 20 hours per week during the fall and winter terms.