SEATTLE PACIFIC UNIVERSITY

Office of Student Employment
P 206-281-2047 **E** ose@spu.edu **F** 206-281-2835
3307 Third Avenue West, Suite 114, Seattle, Washington 98119
SPU.EDU/OSE

SPU New Student Employee Position Request

Name of the Position	
Budget Number	
Effective Date of the Position	
Class Level Intended for (UG, GR, both)	
Employer Name & Address	Seattle Pacific University 3307 Third Avenue West Seattle, WA 98119
Hiring Department	
Location Where Duties are Performed	SPU Campus
Name of Student's Supervisor	
Purpose/Role of Position	
Duties & Responsibilities	
Rates of Pay for Position	
General Qualifications for Position	
Specific Qualifications for Position (if there are multiple starting pays, what qualifications are required)	
Length of Employment (quarterly, yearly, or ongoing basis)	
Procedures for Determining Rate of Pay (i.e. based on length of time in position, performance, difficulty of tasks assigned, supervision of other student employees, etc.)	

For Office of Student Employment

Work Study Eligible?		Work Study Position # *(if applicable)*	
Non-Work Study Position #		Date Created	