



Student Hiring Request Form

Submission date:

Student legal name:

Student UA email address or SID:

Desired Start date:

Foreseeable End date:

*Start date should be at least 10 business days from submission date to allow processing and new hire activities.

Expected # of work hours per week:

(Link to work-hour limit: UA Student Employment Manual)

Does the student have Federal Work Study funds (FWS)?

*Yes

No

*Please provide a copy of the Federal Work Study Authorization Form.

Position Details

The main duties for this position will be:

Desired Job Title (Click for UA Student Employment Titles)

Hourly Rate:

Work location (Bldg and Rm):

Is building and/or room access needed? Yes No

Is the student working in a laboratory setting (select all that apply):

Hazardous Chemicals Radioactive Materials Bloodborne pathogens or other biological materials Lasers or other non-ionizing radiation Working in a non-laboratory setting with chemical or biological materials

Handling animals (living or deceased), animal tissues, fluids, or waste byproducts in a research setting

Performing work that requires PPE including respiratory and hearing protection

Please charge their earnings to: Account#1: @ %

Account #2: @ %

The time approver and supervisor for this employee will be:

Time approver:

Supervisor:

A major responsibility of the student employee's supervisor is to ensure the student employee records actual hours worked. The supervisor should become thoroughly familiar with the payroll procedures and deadlines. I understand that if I am hiring a student or graduate assistant, they must be enrolled in a least 6 units throughout the academic year to be eligible for student employment. Furthermore, I understand that no employee will be able to begin work in the lab prior to completion of necessary hiring paperwork.

*I have read the above statement and understand the supervisor responsibilities for time approval and minimum student enrollment requirements.

Signed:

Please return this completed form to Denise Carrillo, dyg@arizona.edu

List of Student Titles (Link to: UA Student Employment Titles)	Pay Range
<p><u>Student group B</u> - Experience required for these positions can range from little or no previous training or work experience to one to two years of college or one to two years of comparable experience, preferably in a specific area of study. Work is performed under close to general supervision. Student Group B workers may lead other student workers. This category may not be used for students performing research or instructional duties normally associated with a graduate assistant/associate position.</p>	\$14.50-\$15.50
<p><u>Student group C</u> - Qualified upper-level undergraduate or graduate students may be hired into Student Group C. Positions require extensive training or experience and advanced knowledge at the upper undergraduate or master's level, or three to four years of comparable experience. Work is performed under general direction; requires considerable knowledge of a discipline; and entails exercising independent judgment and decision making in the development of new procedures, techniques, systems, or equipment. Licensing or certification by a state agency may be required. Generally, these positions involve supervision of other student workers. This category may not be used for students performing research or instructional duties normally associated with a graduate assistant/associate position.</p>	\$14.50-\$22.50
<p><u>Student group D</u>- Student Group D is applicable to graduate students who perform work similar to a graduate assistant/associate position but do not hold a graduate assistant/associate position because they will be completing their graduate degree mid-semester and leaving the University. Required experience and qualifications are comparable to graduate assistant/associate positions. This category may not be used if the student is not leaving the University mid-semester or will be continuing their studies in the subsequent semester.</p>	\$14.50-\$28.00
<p><u>Undergraduate Research Assistant I</u> - Undergraduate Research Assistant I supports research projects led by faculty members or other research personnel. They understand research methods and perform duties such as data collection, systems analysis and presentation of research data. Primary job duties would not involve cleaning, materials preparation or administrative tasks. Zero to two years of research experience. Work is performed under close to general supervision. May lead other student workers.</p>	\$14.50-\$15.50
<p><u>Undergraduate Research Assistant II</u> - Undergraduate Research Assistant II supports research projects led by faculty members or other research personnel. They understand research methods and perform duties such as data collection, systems analysis and presentation of research data. Primary job duties would not involve cleaning, materials preparation or administrative tasks. At least three years of research training or experience at the upper-division undergraduate level. Work is performed under general supervision and entails exercising independent judgment and decision making in the development of new procedures, techniques, systems or equipment. Licensing or certification by a state agency may be required. Generally leads other student workers</p>	\$14.50-\$22.50