

Berkeley Campus Shared Services

Student Job Recruitment Form	Research Unit: _____
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1. Name of Hiring Authority/Supervisor: _____
2. Tentative Appointment Dates Begin Date: _____ End Date: _____
3. Percent of Appointment Percent of Appointment (e.g. 10 hrs ÷ 40 hrs/wk = 25.00%): _____
4. Do you prefer that the student has Work-Study funding? Yes No

5. Select Title and Payrate:

Employment Title	Hourly Pay Rate
<input type="checkbox"/> Student Asst. I (4922)	\$ _____ (\$9.00 – 12.00)
<input type="checkbox"/> Student Asst. II (4921)	\$ _____ (\$10.00 – 15.00)
<input type="checkbox"/> Student Asst. III (4920)	\$ _____ (\$12.50 – 20.00)
<input type="checkbox"/> Student Asst. IV (4919)	\$ _____ (\$16.00 – 35.00)

6. Brief Description of Job Duties: _____

7. Job Qualifications: _____

8. Posting Dates: _____ Ends: _____
(MO/DATE/YR) (MO/DATE/YR or until filled)

9. How should the student apply:

- Contact by Phone. Please provide phone #: _____
- Pick up Application at: _____
- Email Resume to: _____
- Mail Resume to: _____
- Fax Resume to: _____

10. Funding/Chartstring: _____

11. Name of Candidate Hired: _____

Student ID #: _____ Email: _____

PI / Faculty Mentor Name: _____

PI Signature: _____ **Date:** _____

PLEASE SUBMIT: Scan/Email csstm9-hrgen2@lists.berkeley.edu OR FAX (510-664-9191)