



**ON-CAMPUS STUDENT WORKER REQUEST FORM**

Please return to Career Services by **JANUARY 31** for positions requested for the upcoming academic year. Once positions are approved by the Cabinet, the supervisor requesting the position will be notified and asked to post on GCULink, our student career resources and job board at [www.collegecentral.com/georgian](http://www.collegecentral.com/georgian).

<b>Job Title:</b>	(Insert title ) - Student Worker
<b>Reports To (Title):</b>	
<b>Department:</b>	
<b>Semester:</b>	

**Position Summary:** Describe the general purpose of the job. (You may attach description to this form)

**Qualifications:** Describe experience, education, skills and certifications/licenses and related course work typically required or expected to perform essential job functions.

**Are you planning to rehire a previous student worker or a new student worker? (check one)**

<input type="checkbox"/>	Seeking NEW hire(s) - Please indicate how many students you are requesting
<input type="checkbox"/>	Rehiring PREVIOUS student (Please check with Laura Wagner in Financial Aid to confirm the student is still eligible to receive funds). Student Name:

**Hours: (check one)**

<input type="checkbox"/>	Flexible (to be discussed with students)
<input type="checkbox"/>	Defined Hours (please describe your needs)

**Funding Source: (if you have NOT received a grant or budgeted for the position, please select Financial Aid.**

<input type="checkbox"/>	Financial Aid		
<input type="checkbox"/>	GCU Operating Budget	GCL Code:	Annual Budget:
<input type="checkbox"/>	Grant	Grant #:	Annual Budget:

**Lifting Requirements:** Place an "X" next to the statement that best describes your usual lifting activity.

<input type="checkbox"/>	<b>Sedentary</b>	Lifting up to 10 pounds and occasionally lifting and/or carrying small items (files, manuals, binders)
<input type="checkbox"/>	<b>Light</b>	Lifting 20 pounds with frequent lifting and/or carrying objects up to 10 pounds
<input type="checkbox"/>	<b>Medium</b>	Lifting 50 pounds with frequent lifting and/or carrying objects weighing up to 25 pounds
<input type="checkbox"/>	<b>Heavy</b>	Lifting 100 pounds with frequent lifting and/or carrying objects up to 50 pounds
<input type="checkbox"/>	<b>Very Heavy</b>	Lifting objects in excess of 100 pounds with frequent lifting and/or carrying objects weighing 50+ pounds.

**Physical Effects of Working Conditions:** Place an "X" in the column that best describes time spent in the following physical activities.

	<b>Not Applicable</b>	<b>Less than 20%</b>	<b>21 to 50%</b>	<b>More than 50%</b>
<b>Stand</b>				
<b>Walk</b>				
<b>Sit</b>				