UNM CS DEPARTMENT

UNDERGRAD STUDENT HIRING REQUEST

Candidate Name:_____

Candidate Banner ID#: _____ **Supervisor Name**:_____

Is the student approved for work study position? ☐ Yes ☐ No

Student Hourly Salary $_____ **Hours per week:**_____

NOTE: Max student hours per week: domestic—28 per week / International—20 per week.

Job Title: _____ **Position Index/acct code:** _____

Position Level: ☐ Student Entry-Level ☐ Student Intermediate ☐ Student Advanced

Application Requirements for student candidate (circle all that apply)

Resume   **Cover Letter**   **Transcripts**   **Other (specify):** _____

If position is non-competitive, please provide details as to how this student is uniquely capable of meeting the needs of this position/research:

_____

_____

Specific Job Description - Describe Position's main tasks & duties:

_____

_____

_____

_____

Preferred Qualifications - List specific knowledge preferences for this position:

_____

_____

_____

_____

DEPARTMENT USE ONLY
Req #: _____   Position Number: _____ Best consideration/hard close date:_____

Date Posting Submitted to Student Emp.:_____Date Hire Submitted to Student Emp.:_____

Requested start date: _____   Approval: _____

Complete the following form and submit to csoffice@cs.unm.edu