

Student Assistant Recruitment Request

Send completed form to HR Operations, 199M Cory Hall or email: ersostudenthiring@erso.berkeley.edu

To post a job for a student assistant - Choose one or both options: Workstudy Handshake (non-workstudy job postings)

# of Openings:	<input type="text"/>	Supervisor:	<input type="text"/>	Org Node:	<input type="text"/>
Location	<input type="text"/>	Hourly Rate*:	<input type="text"/>	Work hours/wk:	<input type="text"/>

**Minimum Wage is \$16.32 eff 6/27/2021*

Payroll Title:	<input type="text"/>	Job Type:	<input type="text"/>
Working Title:	<input type="text"/>	Job Function:	<input type="text"/>
Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Email Address for Resume Submission: <input type="text"/>			

Please provide a chartstring and org node for this recruitment.

Chartstring	E-Verify (Y/N)	Percentage
<input type="text"/>	<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/> %

This field is crucial for workstudy postings

Organization Description - briefly provide details about the organization the candidate will work for:

Job Description - briefly provide details about the job:

Desired Skills - provide all required and preferred applicant qualifications:

Additional Information:

Approvals	Print Name	Signature	Date
RSO*			
Supervisor			

form updated 6/25/2021

*Note that confirmation of funding will not be requested if the appointment is extended. Please ask the supervisor to notify you if an extension is requested