



PLEASE SUBMIT A FORM FOR EACH TYPE OF POSITION BEING REQUESTED VIA EMAIL, FAX, US MAIL OR INTER-CAMPUS MAIL

- FEDERAL WORK-STUDY (FWS) COLLEGE EMPLOYMENT (CE)*
- GRADUATE ASSISTANT (GA) HARRISON FELLOW

Job Title:	Number of students needed:
Department:	Hours of position:
Start Date:	End Date:
Hourly Wage:	<small>*Dept. Account # for CE ONLY</small>
Campus: <input type="checkbox"/> Chicago <input type="checkbox"/> Elgin <input type="checkbox"/> Lisle <input type="checkbox"/> North Shore <input type="checkbox"/> Wheeling	
Requested by:	Supervisor Approval Name: <small>(Dept. or Budget Head)</small>
Interviewer's Name(s) Printed) and extension(s):	Are candidates required to submit a resume? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you re-hiring a previous student employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, student employee's name and ID Number

Detailed description of duties and responsibilities (attach separate sheet, if necessary). Description of any special skills required (e.g. Specific computer programs, preferred language, typing speed, phone etiquette etc.):

Please explain and justify a need for a student worker(s) for your department (attach separate sheet, if necessary).

Return this form via email at FWS@nl.edu or fax at 847.465.5894.