STUDENT WORKER JOB REQUISITION TEMPLATE GUIDELINE

- **Job Title:** The job title is determined by the supervisor and ties in with the work the student will be performing; example: Research Assistant, Laboratory Assistant. The job title will be visible to students in Pitt Worx so that they can accurately charge their hours. This is especially useful for students with more than one task or position.

- **Office Location**: The location is the building and room where the student will mainly be working.

- **Start Date:** Estimated date of the student worker starting in the department. This date should take into consideration that the new hire needs ample time to do their new hire paperwork and onboarding.

- **Supervisor:** This is the Supervisor of the position you are hiring for. The Supervisor will be responsible for reviewing and approving the student's timecard.

- **Collaborators:** You can add any Pitt employee to be a collaborator for the Requisition. Collaborators have access to the requisitions and can assist with dispositioning candidates.

- **Federal Work Study Required:** This area defaults to No. If the student position requires the student to be funded through the Federal Work Study Program, select Yes.

- **Number of Openings:** This field will determine how many students you want to hire from the job posting.

- **Hourly Rate:** The requested pay rate is defined by the department. Anything above $15/hour will need justification to be provided for approval from the Student Employment Office.

- **Work Schedule:** The days of week and hours the student worker is expected to work.

- **On Campus/Remote/Hybrid:** Will the position be on campus, fully remote or a hybrid of both.

- **Additional Requirements:**
    - Background Checks are not required by DSAS, so this defaults to No.
    - Child Protection Clearances are not required, UNLESS the student worker will be working with high school students. This area defaults to No. It should be changed to Yes if the student will be working with younger aged individuals.
    - Required Documents (Resume, Cover Letter, etc.): This area is determined by the Supervisor and required documents they would like to review when students apply for the position.
    - Optional Documents (Resume, Cover Letter, etc.): This area is determined by the Supervisor and the optional documents they would like to review when student apply for the position (example, sample writing on previous research).

- **Job-specific Requirements:**
    - These 4 areas default to No. If the student worker's position will require any of these requirements, please change to Yes.

- **Account Information:** The account number that will be funding the student worker position.

- **Job Description:** Provide a brief description of the tasks and duties the student worker will be responsible for. The more details that can be provided can assist with the student's understanding of the position and expectations.

- **Job Qualifications:** Provide a brief description of the necessary skills, experience, education required for a candidate to be successful in the role.