



Contract/ Posting #

STUDENT EMPLOYMENT VACANCY FORM

- All on-campus student employment vacancies must be listed with the Career Center before eligible students can be referred to you for an interview.
- To repost a vacancy that is already on file or to cancel a job posting, please call 765-285-2437, or email stujobs@bsu.edu.
- Wage rates above the \$7.25 and up to \$9.00 an hour must be approved by the appropriate Department Chair, Dean, or Vice President.
- Wage rates above \$9.00 an hour require appropriate Vice President approval and Cabinet approval. Each Vice President is responsible for seeking Cabinet approval for hourly wages above \$9.00 for student employment Change in Base Rate forms in their division.
 - Vice President's seeking Cabinet approval should ask to add Student Employment Wage Rate Exception to the weekly Cabinet meeting agenda.

Department _____	FOAP _____
Contact Person _____	Job Title _____
Telephone _____	Email _____
Job title of New Position _____ Wage Rate/Stipend _____	
Federal Work Study Only <input type="radio"/> Yes <input type="radio"/> No	
Number of Openings _____ Start Date _____ Hours per Week _____	
Required Work Schedule _____	
Duration (Choose one): <input type="radio"/> Academic Year <input type="radio"/> Summer <input type="radio"/> Temporary <input type="radio"/> Year Round	
Student Contact Procedure <input type="checkbox"/> Call <input type="checkbox"/> Stop by Office <input type="checkbox"/> Email:	
Documents to be included <input type="checkbox"/> Application <input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter <input type="checkbox"/> References <input type="checkbox"/> Other	
Signatures	
Department Chair, Dean, or Vice President: (Wage Rates between \$7.25 & \$9.00/hr) _____	Date: _____
Vice President: (Wage Rates above \$9/hr) _____	Date: _____
(*If the wage rate exceeds \$7.25 an hour, the Dean's or VP's signature is required.)	

Job Description (Describe the essential functions/duties.)

Qualifications

Required:

Preferred:

Ball State University practices equal opportunity in education and employment and is strongly and actively committed to diversity within its community.