



A Member of The Texas A&M University System

# STUDENT PERSONNEL REQUISITION

Date	(For Financial Aid Use Only)
	Job Number

Employing Department	Application Deadline (to be entered by Career Services)
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Position Classification (check one) <input type="checkbox"/> Need based/Work study <input type="checkbox"/> Non-need based	Hours per week (check one) <input type="checkbox"/> 19 <input type="checkbox"/> 15    Other _____
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Refer Applicants To:	Title	Location & Phone Extension	Date Employee Desired
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Position Identification: ADLOC No. \_\_\_\_\_ Paying Acct. \_\_\_\_\_

New Position:  yes     no                      Title Code \_\_\_\_\_

Replacement for: \_\_\_\_\_ who: Resigned  Transferred  Other

**Preferred Qualifications:**  
(Non-Need Based Only)

<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Computer Skills _____
<input type="checkbox"/> Graduate Student	<input type="checkbox"/> Office Skills _____
<input type="checkbox"/> Student Major/Minor _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Completed Credit Hours _____	<input type="checkbox"/> No Preferred Qualifications

## APPROVALS

1. _____ Requestor    Date	3. _____ Financial Aid-Student Employment    Date
2. _____ Budgetary Unit Head    Date	4. _____ Fiscal Officer    Date

**AN EQUAL OPPORTUNITY EMPLOYER**