



Student Employment Job Posting/Description Form

Hiring Manager: Please complete and return via e-mail to:
studentemployment@ucmerced.edu. Once the position has been posted, this form will be
returned to you for student signature.

Unit/School/Institute:	<input type="text"/>		
Working Position Title:	<input type="text"/>		
Position Level/Title Code:	<input type="text"/>	Number of Openings:	<input type="text"/>
Hours Per Week/Work Schedule:	<input type="text"/> <i>max 18 hours per week</i>	Hourly Salary:	<input type="text"/>
Where do you want the job listed?	<input type="text"/>	Background Check Required:	<input type="text"/>
Posting/Application Opening Date:	<input type="text"/>	Posting/Application Closing Date:	<input type="text"/>
Appointment Start Date:	<input type="text"/>	Appointment End Date (estimated):	<input type="text"/>
Campus Account Number (FAU) to be charged for payroll:	<input type="text"/>		<i>Account-CC-Fund</i>
Hiring Manager - Name and Title:	<input type="text"/>		
Hiring Manager e-mail:	<input type="text"/>	Hiring Manager Phone:	<input type="text"/>
Secondary TRS Reviewer:	<input type="text"/>	Optional/Third Reviewer:	<input type="text"/>

Request to waiver open recruitment:	<input type="text"/>	<i>Include business justification for waiver below.</i>	
Student name:	<input type="text"/>	Student ID Number:	<input type="text"/>
Business justification for waiver:	<input type="text"/>		
<input type="text"/>			

PI Signature if grant funded:	<input type="text"/>
Hiring Manager Signature:	<input type="text"/>
Unit MSO Signature (REQUIRED):	<input type="text"/>

DOCUMENTS TO ATTACH:

Indicate which documents will be
required or optional for each application -
"R" for required and "O" for optional:

Resume (this is required):	<input type="checkbox"/>	Cover Letter:	<input type="checkbox"/>
List of References:	<input type="checkbox"/>	Other:	<input type="text"/>
Insert # of references required:	<input type="checkbox"/>	Other:	<input type="text"/>

Section below to be completed by Career Services Center Personnel:

Date Received:	<input type="text"/>	CSC Approval:	<input type="text"/>	PCN:	<input type="text"/>	Date Posted:	<input type="text"/>
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OPENING DESCRIPTION:

Enter a description of your unit, school, or institute. If no information is entered, the default description of the University will be used.

POSITION DESCRIPTION:

Enter the description of the position. This information will appear after the opening paragraph. You may include one or more paragraphs.

QUALIFICATIONS:

Enter the qualifications being sought for this position.

REQUIREMENTS: To comply with the Americans with Disabilities Act of 1990 (ADA) which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the essential duties of the job. Use these codes to complete this section: "F" for frequently; "O" for occasionally; and "N" for not at all.

PHYSICAL REQUIREMENTS:

On the job, the employee must be able to:

Lift/Carry - Light (up to 25 pounds): ☐

Lift/Carry - Moderate(25-50 pounds): ☐

Sit: ☐ Stand: ☐ Walk: ☐

Bend: ☐ Squat: ☐ Crawl: ☐

Climb: ☐ Kneel: ☐

Push/Pull: ☐

Handle objects (manual dexterity): ☐

Reach above shoulder level: ☐

Use fine finger movements: ☐

Other:

MENTAL REQUIREMENTS:

On the job, the employee must be able to:

Read/Comprehend: ☐

Write: ☐

Perform Calculations: ☐

Communicate Orally: ☐

Reason and Analyze: ☐

Other:

ENVIRONMENTAL REQUIREMENTS:

On the job, the employee:

Is exposed to excessive noise: ☐

Is around moving machinery: ☐

Is exposed to marked changes in temperature and/or humidity ☐

Is exposed to dust, fumes, gases, radiation, microwave (circle) ☐

Drives motorized equipment: ☐

Works in confined quarters: ☐

Other:

Hiring Manager: Once a student employee is hired, please print this form, have the student sign below and have them bring the completed form to the Career Services Center to complete their new hire paperwork.

Student Employee Signature (REQUIRED):

Hiring Manager Signature (REQUIRED):