## STUDENT ASSISTANT REQUEST

<table>
<thead>
<tr>
<th>Name: ________________________________</th>
<th>Date Submitted: <em><strong>/</strong></em>/___</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension: ____________________________</td>
<td>Date Needed: <em><strong>/</strong></em>/___</td>
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</tbody>
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1. **Position located at ________ campus.**

2. **Purpose:**
   - ___Research Assistant
   - ___Teacher Assistant
   - ___Graduate Assistant

   Describe the duties and responsibilities of this position:
   - ________________________________________________________________
   - ________________________________________________________________
   - ________________________________________________________________
   - ________________________________________________________________

3. **List specific skills or experience needed for appointment:**
   - ________________________________________________________________
   - ________________________________________________________________
   - ________________________________________________________________
   - ________________________________________________________________

4. **Length of appointment:**
   - Semester: Fall Spring Summer Year round
   - Hours/week: ______________
   - Days of week: Mon. Tues. Wed. Thurs. Fri. or Flexible