

STUDENT EMPLOYMENT POSTING REQUEST 2026-27

Purpose

This form is used to request a Student Employment requisition and job posting in Workday.

Instructions

Please complete the requested information on the following pages and submit to **studentemployment@csc.edu**. Any questions should be directed to Amanda Perk, Supervisor of Career Services.

Approvals

Student Employment expects that positions have been discussed and approved within the appropriate division chain of command. Student Employment Posting Request forms may only be submitted by Supervisor level and above employees.

Requests to post/utilize College Work Study (department funding) must also complete the **College Work Study Approval Form**. If required, please notify Student Employment to route through DocuSign.

Supervisor Commitment to Training

Supervisors of student employees play a critical role in shaping their growth, confidence, and professional development. At minimum, supervisors must ensure student employees are properly trained and onboarded in their role, and that all college-assigned training is completed. This typically includes:

- College Respect Equity and Support Training (C.R.E.S.T)
- Ohio Public Records Act & FERPA Training
- Annual Information Security Awareness Training
- CAMPUS Act Training

The impact of a student employment experience is often determined by the supervisor who invests in the student's learning and development. In support of this, Career Service continues to offer CState GROW for our student employee development.

CSTATE GROW (Guided Reflections on Work) (All Positions)

All student employees and their functional supervisors will participate in the CState GROW initiative. Goals of this program include making student employment a high-impact activity by providing structured opportunities for students to reflect on and integrate what they are learning AND helping students better articulate what they have learned from their job.

POSITION INFORMATION

Position Title:
Department:
Reports To / Sup Org:
Functional Supervisor <i>Non-manager that oversees day-to-day work of student employee, if applicable:</i>

RECRUITING DETAILS

Number of Openings:	Target Hire Date:
Request to Post as:	

ADDITIONAL JOB DESCRIPTION INFORMATION

Schedule Details (If anything other than "TBD by the needs of department and student schedule between office hours of Monday - Friday 8a.m. to 5 p.m." please indicate details below.

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Primary Work Location:	If other:
Primary Work Mode:	

ORGANIZATION ASSIGNMENTS

List the **Cost Center and Fund** to assign to this position.

Federal Work Study students still need a Cost Center assigned. While their wages are paid from financial aid funding, the assigned Cost Center serves as a back-up source to ensure students still receive pay (e.g. for FWS overages if hours are worked above their award amount).

Cost Center:
Fund:
Additional Fund Information (if Grant-funded etc.):
Application Reviewers (staff to assist in application review process):

Hiring Manager Sign-Off

Please review and agree to the following College and Federal policies related to hiring and managing student employees.

I understand and agree to the following:

1. **Working during scheduled class time is prohibited.** Students are not permitted to work in positions during scheduled class times. It is recommended to retain a copy of each student's class schedule for the semester.
2. **Supervisors are responsible for monitoring work hours.** This includes ensuring students don't exceed weekly limits, approving Workday timesheets, and, for Federal Work Study, monitoring the FWS Hours Remaining as to not exceed the amount awarded.
3. **Vice President approval is required for College Work Study hiring.** This includes approval to transfer Federal Work Study students to College Work Study upon exhaustion of award or loss of FWS eligibility.
4. **Per Federal Work Study regulations, Federal Work Study employment must not displace employees** (including those on strike) or impair existing service contracts. **Replacement is interpreted as displacement.** Replacing a full-time employee whose position was eliminated (for any reason) with a student employee paid with FWS funds is prohibited. *Moreover, this prohibition extends to instances where a school first replaces the full-time employee with a student position paid with college funds.*
5. **To demonstrate a commitment to the professional development of my student employees.** This includes participation in CSTATE GROW (Guided Reflections on Work).
6. **Student Employment and Human Resources have final determination of tier/pay rate assigned to a position.**

Hiring Manager Name:

Hiring Manager Signature: