



UNM Department of Biology
STUDENT POSTING REQUEST FORM

Supervisor (Reports To) Name _____

Supervisor (Reports To) UNM ID# _____

Candidate Name: _____ Non-Competitive Hire

Candidate Banner ID# _____ Candidate Email _____@unm.edu

Work Study Position? Yes Federal State

Employee Pay Range\$ _____

\$11.50 is NM state minimum for student employee until June 30, 2022

\$12.50 an hour effective July 1, 2022

Index for Position _____

Describe the primary duties and associated tasks of student position:

Preferred Qualifications. List specific knowledge preferences for position:

If the student employee plans to work two jobs, Student Employment must be notified. A Two-Job Memo needs to be signed by both employee supervisors and submitted to Student Employment prior to process the hiring request.

HR USE ONLY _____

Req# _____

Position Number: UB0047

Date submitted to STUEMP

Enter index and account code

20J0 – Student Employment

20N0 – State Work Study

20L0 – Federal Work Study

The following titles **cannot be used** for Student positions:

- Research Assistant
- Teaching Assistant
- Graduate Assistant
- Project Assistant

Some other options: Faculty Assistant or Program Assistant

Students are limited to work up to 28 hrs. per week

Employee Class: PT

Appointment Percentage 70 %: