Remote Work: Dean & VP Approval Required
In-Person Work: VP Approval Only
Submit via e-mail with the word "Approved" and the form must be attached for each approval.

2020-21
Riverside City College
Student Employment Job Request

*NOTE: POSITION OR DUTIES CANNOT EXIST THROUGH HUMAN RESOURCES

Department / Site:		**Division:**	
Manager:		**Contact Person:**	
Manager Phone Number:		**Contact Person Phone Number:**	
Manager Email Address:		**Contact Person Email Address:**	
Job Category: Choose one per Request Form (Student Aide I – V)		***Job Title: (Student Clerk, Peer Mentor, etc)**	
Funding Source: FWS, Dept Funds, Both		**Post Position? Y or N**	
Posting Date: (if applicable)		**Closing Date:**	
Will students work remotely during college closure? Y or N		**If Yes - During Summer, Fall or both?**	

If Off-Campus Site – Provide Mailing Address	**Worksite Address (if different)**

Job Description (if more space is needed you may attach this information on a separate page)

Detailed List of Job duties performed:, qualifications, education requirements and preferred skills

OFFICE USE ONLY

Reviewed By:		Date:	
Approved By:		Date:	
Job ID #		Fund Source	
Job ID #		Fund Source	
Job ID #		Fund Source	
Job ID #		Fund Source	
Completed by:		Date:	