2020-21
Riverside City College
Student Employment Job Request

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:	