



**DEPARTMENT HIRING FORM**  
**STUDENT EMPLOYMENT**  
**VASSAR COLLEGE**

**NOTE: PLEASE MAKE SURE YOU FILL OUT THE FORM COMPLETELY! LEAVE NOTHING BLANK!**

**GENERAL INFORMATION**

**Dept Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Ext:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Budget to be charged (REQUIRED):** \_\_\_\_\_ - \_\_\_\_\_ - 5730 - \_\_\_\_\_  
(Fund) (Org Number) (Program)

**FOR OFFICE USE ONLY**

**Job Title:** \_\_\_\_\_ **Job # V:** \_\_\_\_\_

**JOB DESCRIPTION**

**Begin and End Dates:** \_\_\_\_\_

**Duties:** \_\_\_\_\_

**PAYMENT INFORMATION**

**Hourly Position (Y/N):** \_\_\_\_\_ **Recommended Hourly Rate: \$** \_\_\_\_\_

(If you are unsure of the hourly rate, you may check with Student Employment to determine this. The hourly rate will be based on the job description and current payscale)

**One-time pay (Y/N):** \_\_\_\_\_

**If yes, amount: \$** \_\_\_\_\_ **If no, estimate total amount to be given to student: \$** \_\_\_\_\_

**Note:** You may not employ a student until you receive confirmation from student employment that the student is eligible to work. Receipt of the Student Employment Status Change Form (SESCF) or Time Sheet confirms eligibility

**Student Name:** \_\_\_\_\_ **Vassar ID #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**AUTHORIZATION OF HIRE INFORMATION**

**Name (Print & Sign):** \_\_\_\_\_ **Date:** \_\_\_ / \_\_\_ / \_\_\_