Temporary Student Request Form

Northwestern

INTRODUCTIONS

Temporary Student Support requiring approval from the Position Approval Committee

1. To hire a Northwestern student into a new temporary assignment, please complete the Temporary Student Request Form in its entirety.
2. Route Temporary Student Request Form to School/Unit Approvers for internal review and approval.
3. Submit Temporary Student Request Form to PositionApprovalCommittee@northwestern.edu.
4. The Position Approval Committee reviews requests on a weekly basis. Depending on the job request, decisions will be provided between 1 and 4 business days. Please contact HRBP@northwestern.edu with questions.

JOB INFORMATION

Job Title:

Total number of hires requested:

School/Unit:

Department:

Target Start Date:

Target End Date:

Number of Hours: Weekly ○ Quarterly ○

Hourly Rate: Total Estimated Cost:

Is this an Undergraduate Student? Yes ☐ No ☐

Is this a Graduate Student? Yes ☐ No ☐

Is this job replacing a Spring Quarter work study position? Yes ☐ No ☐ Is this a student award or scholarship? Yes ○ No ○

Is this job usually classified as a work study position? Yes ☐ No ☐

REASON FOR JOB REQUEST

Is the work to be performed:

- COVID-19 research? Yes ☐ No ☐
- research related? Yes ☐ No ☐
- non-TGS Teaching Assistantship? Yes ☐ No ☐
- an Accessible NU position? Yes ☐ No ☐
- a Peer Leader/Mentor? Yes ☐ No ☐
- a Grader? Yes ☐ No ☐
- for the Northwestern University Library? Yes ☐ No ☐
- for the NU IT Help Desk? Yes ☐ No ☐

Is this job between 70%-100% grant funded? Yes ☐ No ☐

Is this work part of a department reorganization with a net savings? Yes ☐ No ☐

Do you have an approved budget for this expense? Yes ☐ No ☐

APPROVALS

Requestor (print): Signature: Date:

School/Unit Approver (Dean Assoc/Dean/ Business Admin) (print): Signature: Date:

An intentional misrepresentation of information on this form constitutes a violation of Northwestern University policy and may lead to disciplinary action, up to and including termination.