

**Request to Hire
Student Assistant (SA) or Instructional Student Assistant (ISA)**

****PER CMPE DEPARTMENT POLICY, AN INTERNATIONAL STUDENT CANNOT PARTICIPATE IN BOTH A CPT INTERNSHIP & AN ON-CAMPUS JOB****

Faculty Supervisor's Name: _____ **Date** _____

Student name: _____

Student ID #: _____ Student phone #: _____

Student email: _____ Semester: _____

Job Assignment (check one)

Student Assistant (SA)

Instructional Student Assistant (ISA)

Class Number & Section: _____

Description of Duties: _____

Funding Source (check one)

Dept. ISA/SA allocation

Tower Foundation account Please provide account #: _____

Start-up fund

Budgeted Expenditures

Pay rate (hourly): \$ _____

Max. hours for semester: _____

Max. pay for semester (hourly rate x max hours): _____

Start date (after hiring process is fully complete): _____

Supervisor's ORIGINAL Signature: _____

PLEASE NOTE: STUDENTS MAY NOT BEGIN TO WORK UNTIL THE HIRING PROCESS IS COMPLETE & VERIFIED BY UNIVERSITY PERSONNEL.