

THE UNIVERSITY OF MEMPHIS

Memphis, TN 38152

Financial Aid/Student Employment Office
103 John Wilder Tower

Office: (901) 678-4825
FAX: (901) 678-5902

STUDENT EMPLOYEE REQUEST FORM (Please print clearly)

PLEASE READ

*Once you've hired the student(s), please complete the appropriate paperwork and submit them to our office. It is recommended that you submit the paperwork to the Student Employment Office **FIVE** days **BEFORE** the students begin working. Students cannot begin working until you receive approval back from our office. Please notify us once the position is filled.*

Semester(s) Needed: Spring 2021 Date Needed: _____

Department: University Libraries, Health Sciences Branch Library (Located on Park Avenue Campus)
(No department abbreviations please)

Location: Community Health Building / Room 2002 Phone: (email only!)
(Building Name/Room No.) Fax: (email only!)

Contact Person(s): Irma Singarella

Email Address(s): irma.singarella@memphis.edu

No. of Students Needed:

Fed. Work-Study Student Employees _____

Regular Student Employees 1

Hours Per Week: 10

Pay Rate per Hour: \$15

Brief Job Description: Preferred work hours 8am- 6pm (Hybrid environment)
He or She will provide coordination support to a team of interdisciplinary UofM researchers working on an outreach project. Other office duties include filing, answering phones, and maintaining inventory supplies. He or She will also be required to: Assist with creating, updating promotion and collateral materials. Basic training will be given

Duties:

☒ Typing

☒ Computer Knowledge

☒ Filing

☒ Copying

☒ Running Errands

☒ Answering Phones

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