



APPLICATION TO EMPLOY STUDENT ASSISTANT (for Administrative and Technical Support only)

Instruction: To be completed and returned via email.

- 1. Name of Requestor (Staff):
2. Post (Staff):
3. Department (Staff):
4. Name of Proposed Supervisor:
5. Number of student assistant(s) currently being requested:
6. Name(s) and ID# of student(s) currently being requested:
7. Summarize the task(s) for which you are requesting assistance:
8. Were you assigned students last semester? If yes, how many?
9. Have you submitted a report or performance evaluation for each student?
10. Do you prefer to be assigned student(s) who the Faculty Office had recruited?
11. If yes, please indicate any attributes/skills needed to perform the task(s) (e.g., undergraduate/postgraduate, research experience, IT training, etc..)
12. Proposed start date: Proposed end date:

Signature of Requestor: Date: