

SABSC STUDENT Hire Job Posting Form

PRINT CLEARLY OR TYPE/ SEE PAGE 2 FOR INSTRUCTIONS

Use this form to post an open position available in your department for an hourly paid student. The posting will appear on the SABSC and Student Services websites. All fields MUST be filled in COMPLETELY

Date: _____/_____/_____

Department Name: _____ Department ID: _____

Contact Person: _____ Title: _____ Eagle ID Number: _____

Phone: _____ E-mail: _____

Post Date: Summer (5/2021-8/2021) Academic Year (9/2021-5/2022) Remove Post Date: _____

The 2021-2022 academic year employment period begins Sunday, August 29, 2021, and ends Saturday, May 21, 2022.

During the academic year, students may work up to 20 hours per week, and no more than a total of 29 hours per week between semesters and during Spring Break, even if working more than one job for Boston College.

The Contact Person listed above will be emailed by interested students.

- A brief job description, limited to 254 characters, must be submitted with this form as a word document or pdf
- New students must begin at the minimum rate for each job class and adhere to the Student Employment, Student Wage Structure and Guidelines. Email sabsc@bc.edu to obtain Student Wage Job Class Codes, Job Titles, and Guidelines
- Number of hours cannot exceed 20 hours each week (total for all student employment jobs)

Job Title Code: _____ Job Title: _____ Job Class Code: _____

Hours/Week: _____ Hourly Rate: _____ Start Date: _____ End Date: _____ Total Weeks _____

Department Approval:

Name: _____ Title: _____ Sign: _____ Date: _____

----- *For SABSC Use Only* -----

Comments: _____

SABSC Approval:

1st Approval Initial: _____ Date: _____ 2nd Approval Initial: _____ Date: _____

Job Request Number: _____ SABSC Staff: _____ Date Processed: _____

How to Ensure Effective Processing

General Information

- New students must begin at the minimum rate for each job class and adhere to the Student Employment, Student Wage Structure and Guidelines. Email sabsc@bc.edu for more information
- The Job Title Code, Job Title Description, and Job Class Code must match the Student Employment Wage Structure or the form may be rejected
- The processed Student Hire Job Posting Form will be saved to the Department Shared Google Drive. The Contact Person will also receive an email notification
- The Job Request Number provided at the bottom of the Student Hire Job Posting Form, after SABSC processing, must be provided on the Student Hire Form that will be submitted to the SABSC. After the position has been filled, complete the Student Hire Form and make sure to write the Job Request Number in the space provided
- For your records, make a copy of all paperwork before submitting to the SABSC

Required for Payment

- Fill out the Student Hire Job Posting Form completely and legibly. The form can be filled out online and printed
- A brief job description, limited to 254 characters, must be submitted with this form (word document or pdf)
- Department ID – Only first 6 numbers of chartstring required
- The form must be signed by an authorized signature