

STUDENT EMPLOYMENT WAGE JUSTIFICATION FORM



Submit Completed Form To: UND.studentemployment@UND.edu

This form is required to be completed for departments hiring student employees for Student Classification Wage Range Level III. All descriptions of the Student Classification Wage Ranges are listed within the Student Employment Resources, www.und.edu/student-employment. Please complete all sections of this form. If you have questions, please contact Student Employment at (701) 777-4136 or UND.studentemployment@UND.edu.

Request Type: **New Position** **Change in Job Description**

Department:	<input type="text"/>	Student Position Title:	<input type="text"/>
Contact Person:	<input type="text"/>	Supervisor:	<input type="text"/>
Contact E-Mail:	<input type="text"/>	Hourly Wage Requested:	<input type="text"/>
Contact Phone:	<input type="text"/>	Estimated Hours/Week:	<input type="text"/>

Detailed Job Description:

Required Qualifications:

How does this salary compare to other student or regular positions in your area?

Relate this salary to other student and/or regular employee positions within your department/college. Take into consideration required qualifications, duties, and level of responsibility as well as job performance, directly related experience, and length of service (if current employee, please provide student name and ID number):

Department Head Signature: _____ Supervisor Signature: _____

Student Employment Use Only: ___ Approved ___ Denied