



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 V. All descriptions of the Student Classification Wage Ranges are listed within the Student Employment Resources, 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 Name: Position Title:

Contact Person: Supervisor:

Contact E-Mail: Wage Requested:

Contact Phone: Estimated Hours Per Week:

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 a current employee (if current employee, please provide student name and ID number):

Department Head Signature: _____ Supervisor Signature: _____

Student Employment Use Only: Approved Denied



Human Resources & Payroll Services
Twamley Hall, Room 205
264 Centennial Drive Stop 7127
Grand Forks, ND 58202-7127