



EAST STROUDSBURG UNIVERSITY
of Pennsylvania
Graduate and Extended Studies
Zimbar-Liljenstein, Rm 155
East Stroudsburg, PA 18301-2999
(570) 422-3536
Email: grads@po-box.esu.edu

FALL/SPRING

Request for Graduate Student Worker Position

Completed request implies agreement with policies regulating the Graduate Student Worker (GSW) Program. A position description form must accompany this request unless a previously approved description is on file at the office of Graduate and Extended Studies.

Department where student(s)
will be working:

Dept./Area/Program Name

Request
Date

Responsible
Coordinator/Manager:

Email:

Phone:

Student Worker(s) will be
supervised by
(IF DIFFERENT FROM ABOVE)

Email:

Phone:

Work Commitment:

☐ Full-time
(300 hrs./semester)

☐ Part-time
(150 hrs./semester)

of Students Requested:

Requested Term(s):

☐ Fall

☐ Spring

Wage will be paid by:

☐ GSW Budget

☐ Requesting Dept./Unit/Program**

**** If wage is paid by requesting Dept./Unit,
Cost Code Center # must be provided:**

Hourly wage: _____/Hr.

Signature:

Signature of Requestor

Date

Signature:

*Signature of Authorized Administrator***

Date

****If Requesting Dept./Unit/Program is checked, Signature of Authorized Administrator for Cost Code Center # is required.**

Student Assigned:

Student ID #:

Student Program:

Residency:

TO BE COMPLETED BY THE OFFICE OF GRADUATE and EXTENDED STUDIES
Graduate Student Worker Program Approval

Graduate and Extended Studies
Approval:

☐ Yes ☐ No

Dean/Director

Date:

GSW Assignment: ☐ 1 ☐ 2 ☐ 3 ☐ 4