



EAST STROUDSBURG UNIVERSITY
of Pennsylvania
 Riebman Administration Building
 East Stroudsburg, PA 18301-2999
 (570) 422-3536
 Email: grads@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