

STUDENT POSITION REQUEST FORM FOR BANNER

UNIVERSITY ADVISING & CAREER DEVELOPMENT CENTER

Phone: 487-0400

200 McKenny Hall

Return form to the attention of Mary E. Jones, Jieron Robinson or Crystal Walrath

To request that a new position number be created for a new account number, please fill out the following areas completely.

Department _____

Contact Name _____

Phone _____

Fund Code _____ Org Code _____ Program Code _____

Activity and Location Codes are only necessary when a student research position is charged to department funds or internal award funds:

Activity Code _____ Location Code _____

Account description _____

Is this position for (check as many as applicable)

- RSE (Regular Student Employment)
- RSG (Grant Student Employment)
- CWS (College Work-Study)

Is this position for a new grant account? Yes No

If it is a new grant account, what is the effective date and end date?

Effective date _____ End date _____

Signature _____ Date _____
Department Head

For Office Use Only:

Position is for:

RSE _____

RSG _____

CWS _____

Position Number Assignment: _____

Completed by: _____

Date _____