CORNELL UNIVERSITY
Library

Student Employment Posting Request

Please note: Any missing information may delay posting the position in Workday.

Working Title:		
Posting Start Date:	**Posting End Date:**	**Is Federal Work Study (FWS) Required?** Yes No Preferred
Number of Openings:	**Remote Type:** Hybrid 100% Remote 100% On Site	**Average Scheduled Weekly Hours**
Account number(s) students will be charged to:		
Hiring Manager Name & Net ID:		**Has the manager been a student supervisor before?** Yes No
Student Physical Work Location/Address (if applicable)		

Job Description	
Summary: Provide a high-level description of the department and the role of position	
Description: Purpose of the position	
Duties & Responsibilities:	
Knowledge/ Experience:	

This form should be emailed to Library HR **@libhr@cornell.edu** or other designated
student employment support persons as appropriate.

Job Family Group:	
Position Level: I II III IV	**Wage:**
HR Representative:	**Approval/Requisition Creation Date:**