Student Posting Request Form
Health Sciences Business Center (HSBC)

INSTRUCTIONS
1. Complete this form and submit it as an electronic, editable version to HSBC.HR@oregonstate.edu for processing. 
   • NOTE: To avoid any processing delays, be sure to fully complete the form, especially the required fields (*).
2. Once the student position has been approved, the recruitment is required to be posted on the OSU Jobs website for at least one (1) business day.
3. After a student candidate is selected, complete and submit the Student Hiring Form.

IMPORTANT
The student may not perform any work until you have received notification from HSBC HR, confirming that:
• Criminal History Check (CHC) and/or Motor Vehicle History Check (MVHC) clearances have been received, if applicable.
• The student has completed the required hiring paperwork with HSBC HR.

1. Hiring Unit Information

Hiring Unit*: ________________________________

Submitted By*: ________________________________ Phone*: ________________________________

Supervisor*: ________________________________ Supervisor Phone*: ________________________________

2. Student Position Information

Position Title*: ________________________________

Complete the following steps for this field:
1. Go to Student Job Categories.
2. Determine which job category best describes this student position.
3. Write the position title above that corresponds to the job category that best describes this student position.

Job Title/Working Title*: ________________________________

EXAMPLE: Laboratory Assistant

Location*: ________________________________ Hours per Week*: ________________________________

3. Description of Student Position

Position Summary*: Briefly summarize why the student position exists and its role in achieving program objectives. You may want to include information on the college, department/school, program, and position.

* Required Field
Position Duties*: Describe the major or most important duties performed by this position. Be clear about the overall function and specifics of work performed. Include the percentage (%) for each duty listed.

IMPORTANT: The percentage (%) for each duty must add up to a total of 100%.

Minimum Qualifications*: List qualifications that any applicant must possess in order to perform the duties of the student position.

Preferred Qualifications: List qualifications that you prefer applicants possess, but are not required.

Work Conditions/Work Schedule: Briefly describe if outside of a typical office environment.

4. Special Conditions of Employment
Use the Special Conditions of Employment Worksheet (under “Other Forms”) to determine if the student position requires a Criminal History Check (CHC) and/or a Motor Vehicle History Check (MVHC).

Will this student position require a Criminal History Check (CHC)?* 

YES 

NO 

Will this student position require a Motor Vehicle History Check (MVHC)?* 

YES 

NO 

Will this position be required to stay overnight with participants as a chaperone or counselor as a part of a camp or experience program?* 

YES 

NO 

5. Posting Details

Number of Vacancies*: 

Anticipated Position Start Date*: 

MM/DD/YYYY 

Anticipated Position End Date*: 

MM/DD/YYYY 

Anticipated Posting Date*: 

MM/DD/YYYY 

Full Consideration Date: 

OPTIONAL. If used, date must be 3 business days after the posting date.

Anticipated Closing Date*: 

MM/DD/YYYY 

* Required Field
Establish a continuous recruitment pool?*  YES  NO

If establishing a continuous recruitment pool, the following statement will be included in the "Special Instructions to Applications" section of the posting:
“Review of resumes, interviewing, and hiring may begin after the position has been posted for three business days and will continue throughout the posting period as needed.”

Name of contact person(s) to be listed in the posting*: ____________________________________________

Indicate how you intend to recruit for this student position*: ____________________________________________

Hourly Pay Rate/Range*: ________________  (NOTE: Effective July 1, 2017, minimum wage is $10.25 in Corvallis and $11.25 in the Portland Metro Area. For additional information please see Student Pay Rates)

Requesting an hourly pay rate or range above the maximum student hourly rate of $16.50 (Standard/Portland Metro) $16.00 (Non-Urban) requires justification and approval from the Office of Human Resources. See Request to Pay Above Student Hourly Maximum Form (under “Student Employee Recruitment & Hiring”) for information.

6. Application Materials & Instructions
Applicants will be required to apply within the application system and upload their resume/CV and a cover letter as part of their application.

Would you like applicants to submit any other documentation (e.g., writing sample, graphic design sample, etc.)?  
If yes, please describe document(s) below.

Would you like to ask posting specific question(s) applicants must answer as part of their applicantion?  
If yes, please list question(s) below.

7. Funding Information
Please provide the funding information this student position is to be paid from.  
IMPORTANT: The Labor % must add up to a total of 100%.

If you have any funding source questions or need additional information, please contact the HSBC Finance Team at BC.HealthSciences@oregonstate.edu.

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<th>ACCT</th>
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TOTAL LABOR % = __________

8. Additional Information
Please provide any additional information concerning this student posting that may help HSBC HR process the request.

Send the electronic, editable version of the fully completed form to HSBC.HR@oregonstate.edu.

* Required Field