

ORU STUDENT RECRUITMENT & EXCEPTION REQUEST FORM

Send completed form to Ingrid Pyper at ipyper@ucsd.edu

Today's Date: _____

ORU Name / Dept Code: _____ / _____

Preparer Name & Contact Information: _____

Supervisor Name & Contact Information: _____

Desired Start Date: _____ Desired End Date: _____

Payroll Title/Title Code: _____ / _____
(See page 3 for list)

Total Openings: _____ Hourly Rate \$ _____
(See page 3 for rates)

Average hours per week: _____

Work Study Award: Preferred but not required Required

Index for appointment: _____ Funding end date: _____

Work Location (Bldg. & Room #): _____

Office/Lab Phone: _____ Mail Code: _____

Timekeeper code: _____

Job Description (a few sentences):

Is a background check needed (<http://policy.ucop.edu/doc/4010394/PPSM-21>)?

Qualifications (specific requirements for the job):

Must pay UC student services fees for each quarter working.

Open Recruitment:

Where should resumes be sent (name and email): _____

Other documentation required (if any): _____

Exception Request:

(Only when you have a student in mind)

Name of student: _____

Student ID/PID: _____

Email address: _____

Relatives at UCSD?: No Yes If yes, Name and Dept: _____

Justification for hiring this student:

Approvals:

Please forward the completed form to me at ipyper@ucsd.edu and cc your fund manager and MSO in lieu of signature approval.

For MSO use only:

We will need assistance with the onboarding paperwork.

We will need assistance with the PPS entry.

Student Assistant class concepts:

- **Assistant 4 / 4919 by agreement, \$12.58 – \$23.00/hr as of 01/01/17:** Under general supervision, Assistant 4's perform a variety of complex duties in support of academic research projects; perform clerical, manual, advising and/or public contact duties which require the use of specialized skills; and may, in addition, coordinate the work of a group of lower-level assistants.
 - The Assistant 4 class is distinguished from the Assistant 3 class by the greater degree of complexity involved in research and related assignments, more frequent use of specialized skills, and/or the responsibility for coordinating the work of a larger group of assistants.
- **Assistant 3 / 4920 by agreement, \$11.85 – \$18.82/hr as of 01/01/17:** Under general supervision, Assistant 3's perform a variety of skilled duties in support of academic research projects, student advising, and contact with the public; perform clerical and manual duties requiring limited use of specialized skills; and may, in addition, coordinate the work of a group of lower-level assistants.
 - Assistant 3 class is distinguished from the Assistant 2 class by the greater use of specialized skills and/or the responsibility for coordinating the work of one or more groups of assistants.
- **Assistant 2 / 4921 by agreement, \$11.50 – \$15.34/hr as of 01/01/17:** Under supervision, Assistant 2's perform a variety of clerical and/or manual related duties which are usually semi-skilled in nature and do not require extensive skill, training, or experience.

Additional title codes:

While the majority of students working in casual-restricted positions are hired into the assistant series, students may also be hired using the titles listed below and pay rates as listed in the [Title and Pay Plan](#).

- Camp Counselor 9011
- Counselor, Learning Skill Asst 4417
- Recreation Program Instructor 4011
- Student Artist or Performer (STDT ARTIST OR PERF) 4928
- Student Clinical (STDT CLIN) 4930
- Student Events (STDT EVENTS) 4932
- Student Information Technology (STDT IT) 4934
- Student Peer Counselor (STDT PEER CNSLR) 4938
- Student Researcher (STDT RESEARCHER) 4942