



CAL POLY POMONA

# Student Assistant New Position Request

Date \_\_\_\_\_

Requestor \_\_\_\_\_ Division \_\_\_\_\_

Department \_\_\_\_\_ Extension \_\_\_\_\_

**Effective Date of Position** \_\_\_\_\_

## Position Information

Funding Source \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Chartfield String)      Account      Fund      Dept. ID      Program      Class

## Type of Position

- Non-Resident Alien Student Assistant (1868)
- Student Assistant (1870)
- On-Campus Work Study (1871)
- Off-Campus Work Study (1872)
- Bridge Student Assistant (1874)
- Bridge On-Campus Work Study (1875)
- Bridge Off-Campus Work Study (1876)
- Instructional Student Assistant (1150)
- Instructional Student Assistant W/S (1151)

Special Instructions:

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Instructions:

1. Submit original request to Budget Services
2. A copy will be returned to department with new position number.

**Note:** The student hire card requires a position number for all students.

<b>BUDGET USE ONLY</b>	
Position Number _____	Reporting Unit _____
Job Code _____	Title _____
Account Code _____	