



Contract/ Posting #

# STUDENT EMPLOYMENT VACANCY FORM

- All on-campus student employment vacancies must be listed with the Career Center before eligible students can be referred to you for an interview.
- To repost a vacancy that is already on file or to cancel a job posting, please call 765-285-5634, or email [stujobs@bsu.edu](mailto:stujobs@bsu.edu).
- The current campus minimum wage rate is \$7.25/hour which coincides with the federal minimum wage.
- Wage rates above \$9.00/hr. must be approved by your Dean or your Vice-President.
- Wage rates above \$12.00/hr. must be approved by your Division Vice-President/Provost **and** approved by Cabinet
  - For Cabinet approval, DVP should ask to add Student Employment Wage Rate Exception to the Cabinet meeting agenda.
  - Once approved by Cabinet, submit to the Career Center at [stujobs@bsu.edu](mailto:stujobs@bsu.edu).

Department _____	FOAP _____
Contact Person _____	Job Title _____
Telephone _____	Email _____
Job title of New Position _____ Wage Rate/Stipend _____	
Federal Work Study Only <input type="radio"/> Yes <input type="radio"/> No	
Number of Openings _____ Start Date _____ Hours per Week _____	
Required Work Schedule _____	
Duration (Choose one): <input type="radio"/> Academic Year <input type="radio"/> Summer <input type="radio"/> Temporary <input type="radio"/> Year Round	
Student Contact Procedure <input type="checkbox"/> Call <input type="checkbox"/> Stop by Office <input type="checkbox"/> Email:	
Documents to be included <input type="checkbox"/> Application <input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter <input type="checkbox"/> References <input type="checkbox"/> Other	
<b>Signatures</b>	
Vice President or Dean: <small>(Wage Rates above \$9.00/hr)</small>	Date: _____
Division Vice President/Provost: <small>(Wage Rates above \$12/hr)</small>	Date: _____
Cabinet: <small>(Wage Rates above \$12/hr)</small>	Approved                  Denied

**Job Description** (Describe the essential functions/duties.)

**Qualifications**

Required:

Preferred:

\*Ball State University practices equal opportunity in education and employment and is strongly and actively committed to diversity within its community.\*

## **Student Wage Tiers:**

### **Student Wage Level I (\$7.25 - \$8.50 per hour)**

Entry-level or trainee jobs requiring basic skills that may be performed without previous training or work experience. Essential duties are routine tasks following prescribed procedures. The employee may follow standardized instructions, operate basic equipment, and perform repetitive duties. Some independent judgment or decision making is required. The student works under close supervision and may receive on-the-job training.

### **Student Wage Level II (\$8.50 - \$9.50 per hour)**

Intermediate positions requiring related experience or training. Essential duties vary from routine to semi-complex requiring independent judgment or decision making; previous knowledge of the work area may be required; duties are varied and may require specialized technical skills; the student may be eligible for certification opportunities. The student works under moderate supervision and may receive additional training or specialized instruction.

### **Student Wage Level III (\$9.50 - \$12.00 per hour)**

Advanced positions requiring special skills acquired through previous experience, specialized training, or related course work. Essential duties are complex and require independent decision making, problem solving skills, and individual initiative not covered by routine procedures. The student may be responsible for creating or developing processes, procedures, or materials. They may also research and analyze information, make recommendations, consult with others, and creatively apply related skills. The student may assign, review, or monitor the work of other student employees, may be required to have certifications, and may receive advanced training. The student works under indirect supervision.

## **Undergraduate Internships**

Internships are advanced positions requiring special skills and knowledge acquired through the student's academic program. Essential duties may be complex and require the student to use problem-solving and decision-making skills or to apply subject matter expertise related to the academic discipline. The student may also research and analyze information, make recommendations, consult with others, and creatively apply related skills and specialized experience. The student is usually responsible for the creation of a final project, process, report, or materials. The supervisor may be required to complete academic performance reviews and evaluations. The rate of pay for on-campus internships may not exceed the hourly equivalent for graduate assistants within the hiring department.

## **Graduate Students**

Graduate students may be employed in advanced positions requiring a bachelor's degree and specialized knowledge acquired through academic preparation. Essential duties may be complex and require the student to use problem-solving and decision-making skills or to apply subject matter expertise. The student may also research and analyze information, make recommendations, consult with others, and creatively apply related skills and specialized experience.