

Notification of Returning Budgeted Student Employee

Moraine Valley Community College - Job Resource Center – S202

9000 W. College Pkwy, Palos Hills, IL 60465-2478 (708) 974-5737

www.morainevalley.edu/jrc

DATE: _____

Student Employee Information

Name: _____

Address: _____

City, State, ZIP code: _____

Phone: _____

Email: _____

Position Title: Budgeted Student Employee

Please circle one:

Clerical

Lab

Tutor

Supervisor: _____ Ext. _____ Room Number _____

Supervisor's e-mail address: _____

Department: _____ Division: _____

Budget Code: _____

Note: Upon a new academic semester, please fill out this form for student employees who will continue employment in your department. The purpose of this form is to keep an accurate record of current student employees working at Moraine Valley Community College. **Please return this completed form to the Job Resource Center, S202.**

JRC Office Use Only

Date of Hire: _____

Date of Orientation: _____