

Position must be approved prior to hiring student.

Contact Anja Hojka (ahojka@andrew.cmu.edu) with questions.

To be completed by Student Worker:

Employee Name (please print):
(Name as it appears on your Social Security Card) Last Name First Name Middle Name

Carnegie Mellon Andrew ID: @andrew.cmu.edu (no other email address please)

Work Location: PIT DC LA Other: **Work Format:** In-person Remote

If working outside of Pittsburgh, LA, or DC, I understand that I cannot begin working until my Remote Work Arrangement (RWA) has been approved. If an RWA is requested, please contact Emily Marshall (emily@cmu.edu).

I understand that I am not permitted to work outside of the United States. If I do leave the US, I will notify my supervisor and Anja Hojka to end my employment.

Student Academic Level: Undergrad Master's Ph.D.

Do you have another job on campus at Carnegie Mellon? Yes No

Are you currently registered as a student at the Heinz College? Yes No **If yes, degree sought:**

STATEMENT OF UNDERSTANDING OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

I understand that by virtue of my employment with the Heinz College at Carnegie Mellon University, I may have access to records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974.

I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Carnegie Mellon University's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

Employee Signature: **Date:**

To be completed by Heinz College Hiring Supervisor:

Per the Pennsylvania Child Services Law, Act 153, will this position be involved in the care, supervision, guidance, control and/or have regular contact with individuals under the age of 18? Yes No

Fall 2022: 8/15/2022 - 12/18/2022
Academic Year: 8/15/2022 - 5/7/2023

Check one below

\$17/hr Master's Student select one: Office Asst. Research Asst. Technical Asst. Web Asst. FCSWS Position

\$ /hr – Other – Explanation – Title:

Start Date: **End Date:** **Average # of Hours per week:**

Supervisor Name (please print): Email:

Supervisor Signature: Date:

GL: (funding, function, activity, organization, entity) — must be numerical **GA:** (project, task, award) — must be numerical

Submit completed form to hzfinaid@andrew.cmu.edu

To be completed by Heinz College's Financial Aid Office: Verification of award amount type and semester *(Heinz Master's Students only)*

<u>Position Workstudy Eligibility</u>			<u>Act 153 Status (FCSWS only)</u>
NFWS (81813)	FCSWS (81819)	FWS (81815)	Waived or N/A
\$ Semester and Year:			90 Day Provisional Received
Heinz College 50% RA Subsidy:			All Clearances Completed
<small>(funding, function, activity, organization, entity) - must be numerical</small>			
Verified by (initial and date):			

Office of Business and Research Services use only:

If FCSWS Date & initial when notification of position is sent to Enrollment services:

Costing Allocation: Date & initial when completed in Workday: