

**New Mexico State University at Grants**

**Position Request Form**

**WORK STUDY**

**(All requests are subject to approval depending on funding, Administrative approval, and background check if applicable)**

Work Study Award Amount \_\_\_\_\_ State \_\_\_\_\_ Federal \_\_\_\_\_  
Financial Aid Spec \_\_\_\_\_ Date \_\_\_\_\_  
Maximum of Hours of Eligibility Per Week \_\_\_\_\_ Rate of Pay: \$12.65 Per  
Work-study Type: Grants Campus \_\_\_\_\_ Main Campus \_\_\_\_\_ Hour

Job Function or Title Student Aide

Job Duties: \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Timesheet Org. Code \_\_\_\_\_ Index # \_\_\_\_\_

Name \_\_\_\_\_

Banner ID \_\_\_\_\_

NMSU email

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Highest Degree Received (include HS diploma or GED) \_\_\_\_\_

Date Degree Received \_\_\_\_\_  
Month Year

**HR will notify you by email when you have been approved to work**

**BEFORE EMPLOYMENT BEGINS EVERY NEW HIRE MUST SEE HUMAN RESOURCES TO COMPLETE AND SUBMIT:**

I-9 Form \_\_\_\_\_ W-4 Form \_\_\_\_\_ Background check Form \_\_\_\_\_ Resume \_\_\_\_\_

**Supervisor of this position** \_\_\_\_\_ **Date** \_\_\_\_\_

**Business Manager III** \_\_\_\_\_ **Date** \_\_\_\_\_

**VPAA/Assoc. Campus Director** \_\_\_\_\_ **Date** \_\_\_\_\_

For Office Use Only

Requisition # \_\_\_\_\_ Date Entered \_\_\_\_\_

Aug 2025