

UNIVERSITY OF ILLINOIS
AT CHICAGO

Student Employment (MC 335)
Office of Career Services
1200 West Harrison Street
Chicago, Illinois 60607-7164

**New Student Employee
Position Number Creation**

Department _____

Student Employee Title _____

Group *(Please circle one)* I II III IV V

Indicate the default FOAPAL for all future positions.

COA *(Please circle one)* 2 (Chicago) 9 (UA)

Fund _____

Organization _____

Account *(Please circle one)* 218100 or 215100
Federal Work Study Regular Student Employment

Program _____

Requestor *(Please Print Legibly)* _____

Authorized Signature _____

Email _____

Telephone _____

Date _____

Student Employment Use Only

Position Number Assigned	_____
Position Class	_____
Processed by	_____

Position number will be created within 3 business days from received date. At that time, please check NBAPOSN for the position number.

UIC