

MANUAL Student Employment Office Office of Career Services	SECTION Finding Student Employees	PAGE 1 / 1
SUBJECT <i>Choosing the Appropriate Title</i>		REVISED

Departments should only choose from the list of available job classifications to advertise a student employment position. However, there may be times when it is impossible to "fit" a job into one of the listed descriptions. If that is the case, the department, should send a written request for a new position to the UIC Human Resources- Student Employment Section prior to hiring a student. The request should include the following:

1. Complete job description
2. Suggested minimum and above minimum requirements for the job.
3. Suggested Group (I, II, III, IV, V)
4. An indication of whether or not this position will be temporary or permanent.

The UIC Student Employment Office will review the request following this procedure:

1. Every attempt will be made to "fit" the position into an existing job classification. If this is not possible, a new position must be established.
2. The department's suggested group will be reviewed and approved if it is not out of line with published classifications with comparable responsibilities and qualifications.
3. If the position is to be temporary, the Student Employment Office will determine a group which is not out of line with other job descriptions in the wage plan and it will be coded as a "temporary aide".
4. If the position is to be permanent, the position classification will be established.
5. The UIC Student Employment Office staff will respond to the department in writing to its request.