

This form should be used to request approval from Human Resources to appoint an undergraduate student currently enrolled at NCSU who will be directly participating in the teaching mission of an academic department. Duties must include most of the following: a) providing instruction, b) assisting students with conducting experiments, c) facilitating class discussion, d) setting up the lab for students, e) assessing student performance, f) monitoring online class forums, g) conducting office hours to assist with homework and classwork assignments and h) providing additional academic support based on individual student needs. **Approval from Human Resources must be obtained prior to entering assignment into HR System** (If approved by Human Resources, use job code SSW910: Student Worker Flat Rate)

Student Information

Student Name _____ Employee ID _____

Foreign National

Please note it is not permissible to pay a foreign national on a flat rate except in J-1 Visa Status. Yes No

Hiring Department _____ Campus Box _____

Supervisor _____ Phone _____

Personnel Contact _____ Phone _____

Work Period Duration: Start Date _____ End Date _____ Estimated Standard Hours Per/wk _____

Total to be Paid \$ _____ Course(s) to be Taught: _____

Duties to be performed: (Check all that apply. In general, the student should be performing most of these duties and not just a single duty.)

- Providing instruction
- Facilitating class discussion
- Setting up lab for students
- Assisting students with conducting experiments
- Assessing student performance
- Monitoring online class forums
- Conducting office hours to assist with homework and classwork assignments
- Providing additional academic support based on individual student needs

Other, please describe _____

Signatures

Supervisor _____ Fax Number _____ Date _____

College or Division Level Representative _____ Date _____
(if required by College or Division)

Human Resources _____ Date _____