

Undergraduate Student Hire Request Form-Department of English

Please complete this form and email it to Kim May at mayka2@mailbox.sc.edu. Allow at least 7-10 business days to process the hire.

Date: _____ Name/Supervisor: _____

Student's Name: _____ USC ID#: _____

Student's USC Email Address: _____

Funding Source: _____

Complete Account/Commitment Number: _____

Hourly Pay Rate: _____ Hours per week _____

Start Date: _____ End Date: _____

New Hire or Rehire: _____ Other Employment at USC: _____

*** Note: Undergraduate students may work a maximum of 20 hours per week.**