Lucina Hall 220 ph: 765-285-2440 fax: 765-285-3757 www.bsu.edu/careers



JOB NUMBER

OFFICE USE ONLY

CAREER CENTER

STUDENT EMPLOYMENT CHANGE IN BASE RATE FORM

INSTRUCTIONS: All on-campus student employment vacancies must be listed with the Career Center. Use this form to change the base rate of your position; keep a copy and send the original to the Career Center. Wage rates above the \$7.25 an hour campus minimum must be approved by the appropriate department head, dean, and vice president. Requests for higher wage rates for positions in Academic Affairs and Student Affairs must be accompanied by a statement of justfication and a detailed job description.*

Department		FOAP	
Contact Person			Title
Telephone	Fax		E-mail
Job Title			Previous Hourly Wage Rate
Complete the following only if the position has been changed.			New Hourly Wage Rate
Job Description (Des	scribe the essential functions/	duties. See additional page	below for important legal information.)
Required Qualifications			
Preferred Qualifications			
*Dept. Chair/Director Signature			Date
*Dean's Signature (If wage rate exceeds \$7.25 an hour)			Date
*Vice President's Signature(If wage rate exceeds \$7.25 an hour)			Date

Ball State University practices equal opportunity in education and employment and is strongly and actively committed to diversity within its community.

NOTE: The Americans with Disabilities Act (ADA) prohibits discrimination against disabled individuals in private, state, and local government employment, public accommodations, public transportation, state and local government services, and telecommunications. Under the ADA, any person with a disability is considered qualified for a position if he or she is able to perform the essential functions of the position. Written job descriptions will be considered as evidence of the essential functions of the position. It is important to identify essential functions by describing what is done and how it is done. In addition to the basic description on this form, it is recommended that you maintain a more detailed job description in your files. For example, Position: Receptionist. Job Description (for advertising) basic duties: Student needed as a receptionist to provide information and directions. Essential functions: Student must be able to answer the phone and be understood, enter information into a computer, explain information to others, remember detailed instructions, manage his/her own work load, determine how to handle problems, be dependable, and come to work on time.