

UNIVERSITY OF NEVADA, LAS VEGAS
NEVADA SYSTEM OF HIGHER EDUCATION WORK SERVICE PROGRAM
OFF-CAMPUS EMPLOYER PLACEMENT REQUEST

The Nevada System of Higher Education (NSHE) Work Service Program is a state funded program that provides paid student internships that emphasize service and applied learning opportunities. These opportunities make a contribution to the University of Nevada, Las Vegas (UNLV), the State of Nevada or the surrounding communities. The purpose of the program is to provide eligible students with the opportunity to perform work or service that is consistent with the student's academic major, area of interest, degree or career objectives. On-campus and off-campus placements are available. Placements must reflect a high level of knowledge, skill or the service mission of UNLV. The placements may not be used for college level instruction and may not replace work-study positions.

The program is open to all students who are formally admitted to the institution, enrolled in at least six credit hours, and who meet specific UCCSN and institutional eligibility requirements. Students must work 80 hours per month, an average of 20 hours per week, during the academic semester. The program covers the cost of the student's full salary.

PLACEMENT REQUEST PROCEDURES

1. Complete the NSHE Work Service Program Employer Placement Request form for each position requested. Ensure that all required signatures are completed.
2. Submit completed form to Student Employment (SSC-232, mail stop 2004) no later than **May 16, 2008**.
3. The NSHE Work Service Program Placement Evaluation Committee will review placement requests. You will be notified of the Committee's decision on your placement.
4. Approved placements will be posted on the UNLV Career Services website two weeks prior to the beginning of the Fall 2008 semester and will remain posted until they are filled.
5. Interview candidates who have completed a NSHE Work Service Program Student Placement Request form and have applied for that position.
6. Submit **only** your selected candidate's NSHE Work Service Program Student Placement Request form to Student Employment for verification of eligibility requirements.
7. You will be notified of the candidate's approval/non-approval for hire.
8. You will be provided with employment paperwork for the approved candidate. These documents must be completed prior to student's first day of placement.

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EMPLOYER INFORMATION

Department/Program: _____

Contact Name: _____

Mailing Address: _____

Mail Code: _____ Phone: _____ Fax: _____

Email: _____

PLACEMENT INFORMATION

Title of position: _____ Number of positions: _____

Primary focus of this position: Research Other

Ideal candidate for the position: Undergraduate Graduate/Professional Either

Suggested pay rate per hour: \$ _____

Pay rates will be consistent with existing student employment or graduate assistant positions.

Number of work hours per week: _____

An average of 20 hours per week during the semester.

Placement is for this time period: Fall 2008 only Spring 2009 only Fall 2008 and Spring 2009

PLACEMENT DESCRIPTION

1. Describe the service to be performed. Clearly identify work or service obligations that will give the student opportunities to develop a record of accomplishment.

