

MEMORANDUM

To: Employers

From: Center for Career Development and Student Employment

Re: **2 Job Memo** (Two or more University jobs)

Students carrying two or more on-campus jobs must not exceed a total of **twenty (20)** hours per week for all University jobs during the academic year and **forty (40)** hours per week during the Winter, Spring, and Summer breaks. Please fill in the number of hours the student will be working at each job for each session and print your name, sign, and date below. Once the form has been signed by all supervisors please forward to Center for Career Development & Student Employment. If the student has more than two positions, attach a second memo. **Please remember that the Student Employment Work Agreements (SEWA) will not be approved until the completed original memo is received by CDSE.**

Student's Name (Print) _____ Signature _____ Date _____

Fall/Spring semester: _____ hrs/wk Breaks: _____ hrs/wk

Student's Position Title: _____

Department: _____

Supervisor's Name (Print) _____ Signature _____ Date _____

Fall/Spring semester: _____ hrs/wk Breaks: _____ hrs/wk

Student's Position Title: _____

Department: _____

Supervisor's Name (Print) _____ Signature _____ Date _____

Revised: 8/26/11