

Marquette University Law School

Salary Authorization Request for Student Employment

This is a request to have Marquette University hire you as a student employee. Once a Law School faculty member, administrator, or staff person has agreed to supervise your work (signature required below), complete and submit this form to Law Student Services, Eckstein Hall, Room 238, to initiate the hiring process. Additionally, you must have a valid I-9 and W-4 form on file at Marquette's Student Employment Office (Marquette Central, Zilber Hall), and sign up for direct deposit via CheckMarq.

FULL NAME: _____

MU USERNAME: _____

ADDRESS: _____

PHONE: _____

MU EMAIL: _____

MU ID: _____

Undergraduate Positions:

- | | | | |
|--------------------------|--|--------|------------|
| <input type="checkbox"/> | Advancement Office Assistant | #00282 | \$8.00/hr. |
| <input type="checkbox"/> | Student Services Office Assistant | #00274 | \$8.00/hr. |
| <input type="checkbox"/> | Office of Public Service Student Assistant – Undergrad | #85569 | \$8.00/hr. |
| <input type="checkbox"/> | Mobile Legal Clinic Driver – Undergrad | #88189 | \$8.00/hr. |
| <input type="checkbox"/> | MULS Technical Support Assistant | #89105 | \$8.50/hr. |

Law Student Positions:

- | | | | |
|--------------------------|--|--------|-------------|
| <input type="checkbox"/> | Law Clerk, Waukesha County Court Administration | #00271 | \$11.24/hr. |
| <input type="checkbox"/> | Law Clerk, Waukesha County District Attorney | #00272 | \$11.24/hr. |
| <input type="checkbox"/> | Admissions Office Assistant | #85578 | \$14.00/hr. |
| <input type="checkbox"/> | Office of Public Service Student Assistant – Law Student | #90032 | \$14.00/hr. |
| <input type="checkbox"/> | Mobile Legal Clinic Driver – Law Student | #90033 | \$14.00/hr. |
| <input type="checkbox"/> | Note-Taker for the Law School | #89976 | \$14.00/hr. |
| <input type="checkbox"/> | Research Assistant for Prof. _____ | #00273 | \$14.00/hr. |
| <input type="checkbox"/> | Dual-Research Assistant for Prof. _____ | #88582 | \$14.00/hr. |

OTHER:

- | | | | |
|--------------------------|---------------------------------------|---------|-------------|
| <input type="checkbox"/> | Washington D.C. Initiative Internship | #87817 | --- |
| <input type="checkbox"/> | Please Specify: _____ | # _____ | \$ ____/hr. |

I agree to abide by all policies and procedures established by Marquette University for its student employees.

Employee (signature & date): _____

I agree to supervise this student's work.

Supervisor (signature & date): _____

THIS HIRE CANNOT BE PROCESSED WITHOUT YOUR SUPERVISOR'S SIGNATURE

Law School Use Only: Processed by: _____ Date: _____