

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 Affairs, 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:

1	Student Affairs Office Assistant	#6608	\$10.00/hr.
1	Office of Public Service Student Assistant – Undergrad	#6597	\$10.00/hr.
1	Mobile Legal Clinic Driver – Undergrad	#6550	\$10.00/hr.

Law Student Positions:

1	Law Clerk, Waukesha County District Attorney	#6606	\$15.00/hr.
1	Admissions Office Assistant	#6596	\$15.00/hr.
1	Mediation Clinic Assistant	#98310	\$15.00/hr.
1	Office of Public Service Student Assistant – Law Student	#6570	\$15.00/hr.
1	Mobile Legal Clinic Driver – Law Student	#6571	\$15.00/hr.
1	Note-Taker for the Law School	#6569	\$15.00/hr.
1	Research Assistant for Prof. _____	#6607	\$15.00/hr.
1	Dual-Research Assistant for Prof. _____	#6562	\$15.00/hr.

Other:

1	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 PHYSICAL SIGNATURE

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