| ***Position Information:*** |
| --- |
| **Department:**      | **Department Contact:** | **Extension:** |
| **What types of student positions are needed?** **Read the descriptions here:** [**State Student Classification Descriptions**](http://content-calpoly-edu.s3.amazonaws.com/academic-personnel/1/PDF/StateStudentClassificationDescriptions032015.docx)**.*****Check all that apply.*** |
| [ ]  Student Assistant (SA) Do you also need a Work Study Position? [ ]  Yes [ ]  No[ ]  Instructional Student Assistant (ISA)[ ]  Graduate Assistant (GA) [ ]  Teaching Associate (TA) |
| ***Funding Information – Where should this position be charged? (Must total 100%):***Note: If a Fund other than SL001 is used as the funding source for this position, the department acknowledges that should the Cal Poly Corporation have insufficient funds to cover the costs, this employee will be paid from the regular state payroll unit account (SL001).University Campus Program Funds require approval from an authorized signer on the Fund. |
| **%**  | **Fund:** | **DeptID:** | **Program:** | **Project:** | **Class:** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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|       |       |       |       |       |       |
| ***Department Approvals:*** |
| **Department Budget Specialist:**      | **Signature:** | **Date:** |
| **UCP Fund Owner:**      | **Signature:** | **Date:** |
| ***University Campus Programs Approval:*** |
| **Signature:** | **Date:**  |
| ***For Budget Use Only:*** |
| **Processed by:** | **Date:** |
| **Position #:** | **Work Study Position #:** |
| **Pool ID:** | **Combo Code Built** | **Added to DBT** |