# Create Non-UROP Appointment

*Fields in this section are required*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student MIT ID** | | |  | | |  |
| **Student Name** | | |  | | | |
| **Department** | | |  | | | |
| **Start Date** | |  | | |  | |
| **End Date** | |  | | |  | |
| **Job Title** | | Undergrad Worker - other | | | | |
| Position Title [➀](#_Planned_Hours) | | |  | | | |
| Position Description [➁](#_Position_Description) | | | |  | | |
|  |  | | |  | | |

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Location** | X | On campus | | | |  | Off campus |
| **MIT Supervisor** [➂](#_MIT_Supervisor) | | | |  | | | |
| Rate of Pay [➃](#_Rate_of_Pay) | | | $ |  |  | | |
| Average Hours per Week [➄](#_Planned_Hours_per) | | | |  |  | | |
|  | | | |  | | | |

## **Cost Distribution:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost object(s)** |  | **Percent(s)** (total must equal 100%) | |
|  |  |  | **%** |
|  |  |  | **%** |

*Optional additional information*

|  |  |  |
| --- | --- | --- |
| Other Supervisor [➅](#_Other_Supervisor) | |  |
| **Comments** |  | |
| **CC Addresses** |  | |

|  |  |
| --- | --- |
| **Supervisor Signature** |  |
|  |  |

**Create Non-UROP Appointment – Rules and Examples**

## Position Title

Recommendation: Course# Job Title – Term; e.g., 6.01 Lab Asst – SS12 or Help Desk. Position Title must be different from the Job Title and from Position Titles of other positions held by the student.

[Return to form](#_Position_Title:_()

## Position Description

Rule: Describe the position duties. Description must be different from both the Job and Position Titles of this appointment.

[Return to form](#_Position_Description:_()

## MIT Supervisor

This is the MIT employee overseeing the student appointment.

[Return to form](#_MIT_Supervisor:_()

## Rate of Pay

Rules: Rate cannot be below $9.50 minimum and should not exceed $25.00. Amounts over $25.00 will be routed to SFS for approval and a detailed Position Description will be necessary.

[Return to form](#_Rate_of_Pay:)

## Average Hours per Week

Combined hours for all jobs must be within [MIT guidelines](http://kb.mit.edu/confluence/pages/viewpage.action?pageId=108920834#CreatingAppointments-StudentHourlyAppointments%2CSAPweb-PlannedHours) to avoid errors/ ODGE approval.

[Return to form](#_Create_Non-UROP_Appointment)

## Other Supervisor

A student or external supervisor in addition to the MIT supervisor. Name and contact   
information can be entered.

[Return to form](#_Other_Supervisor:_)

**Customizing this Form**

You can customize this form for your specific area after saving it locally. For instance, you can edit the header to include the name of your department, lab or center. You can also delete table rows, such as Time Group, if there is only one hourly-paid student Time Group, or leave the row with the value prefilled. You could also include a pay rate table for your area under the Rate of Pay rules on the back of the form. For tips on customizing Word forms go to http://lynda.mit.edu/.