

Application for Student Assistantships

1. Name of Department of Study/ Unit / Centre / Administrative Division	
2. Proposed Job Designation	
3. Brief Description of Expected Role (not more than 200 words)	
4. Any Specific Details of Required Skills / Competencies	

5. Number of Hours of Service Required per week (max 5 h)	
6. Expected Place of Work (Physical Venue / Online)	
7. Proposed Period of Placement (Start Date, End Date)	
8. Name of direct supervisor in Dept / Unit / Centre / Division and contact information	

****Letter of request should be signed by the Head of Dept / Unit / Division or Director / Centre and sent to Director / CGU through Dean or VC**