



FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: _____ JOB TITLE: _____

BUILDING/CAMPUS: _____

ESSENTIAL FUNCTIONS AND DUTIES:

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ABILITIES/SKILLS/DESIRABLE KNOWLEDGE REQUIRED:

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Estimated Hours needed:

- M: _____ TU: _____ W: _____ TH: _____ F: _____

Will the student have access to or handle confidential records or information? Yes ___ No ___

If 'Yes', the student will be required to pass a Live Scan background check.

Note: Positions that require access to or handle confidential records/information will be reviewed by the Dean of Enrollment Services.

STUDENT'S SUPERVISOR: _____

EMAIL: _____

PHONE#: _____

STUDENT'S ALTERNATE SUPERVISOR: _____

EMAIL: _____

PHONE#: _____

HOW TO APPLY: *If you wish to apply for this position, please email the supervisor listed above and attach the following: Cover Letter, Resume and Proof of FWS award (email notification from Enrollment Services)*