



## 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)*