

STUDENT EMPLOYMENT JOB DESCRIPTION

Please describe the specific duties the employee will perform on a regular basis.
Include the particular skills needed to successfully complete the job duties.
Return completed form to the Financial Aid Office.

Supervisor Name:

Department:

Email address:

Phone number:

Website (if applicable):

Wage:

Desired Shifts:

Hours per Week:

Proposed Start Date:

Proposed End Date:

Job Title:

Duties:

Qualifications: **(Be sure to include the physical requirements for the position, such as bending, standing or lifting)**

APPROVED BY _____ DATE ____/____/____ JOB# _____

Benefits/Learning Outcomes: (describe what skills or experiences students will get out of their employment experience)

How to Apply:

Job descriptions may be changed to meet college guidelines,
Federal Work-Study regulations, or state or federal employment law.

OFFICE OF FINANCIAL AID USE ONLY

APPROVED BY _____ DATE ____/____/____ JOB# _____