

2020 2021

Federal Work-Study Job Description and Request Form

Department/Site: _____ Phone/Ext: _____

Location: _____ Room #: _____

Address (if off campus): _____

Department Chair /
Dean/ Manager/: _____ Phone/Ext: _____

Mail Box: _____

Department/Site
Work-Study
Supervisor: _____ Phone/Ext: _____

Mail Box: _____ Room #: _____

PLEASE COMPLETE ONE FORM FOR EACH CLASSIFICATION REQUESTED

Number of positions
available: _____ Classification: _____

Will this position be considered Community Service? [YES/NO] _____

(Community Service is defined as; a job working for a nonprofit, governmental, or community-based organization, which is designed to improve the quality of life for residents of the community; particularly low-income individuals, or a job which provides services to children or students with disabilities or serving as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling, including career counseling.)

Job Description:

Desired Qualifications:

Hours in which Work-Study students are needed: (Please include days and times)

Department Chair/ Dean/
Manager Signature : _____ Date: _____

Must be signed/approved by the site Chair, Dean or Manager.

PLEASE RETURN TO **SKYLER DENNON** IN THE FINANCIAL AID OFFICE I4-107C TO REQUEST ASSISTANCE FOR THE 2020/2021 ACADEMIC YEAR. PLEASE EMAIL sdennon@sdccd.edu IF YOU HAVE ANY QUESTIONS.