

**2023 2024**

Federal Work–Study Job Description and Request Form

Department/Site: \_\_\_\_\_ Phone/Ext: \_\_\_\_\_

Location / Room #: \_\_\_\_\_

Address (if off campus): \_\_\_\_\_

Department Chair /  
Dean/ Manager/: \_\_\_\_\_ Phone/Ext: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Department/Site  
Work-Study  
Supervisor: \_\_\_\_\_ Phone/Ext: \_\_\_\_\_

E-Mail: \_\_\_\_\_ 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 and if it includes weekend/evening)

\* Will your FWS position be able to perform duties remotely? \_\_\_\_\_

- As FWS students may not work unsupervised, please describe the tools /mechanisms available to you, the area supervisor, that would allow you to be able to document actual hours worked, certify the information as accurate, and supervise the student in a remote setting?

Department Chair/ Dean/  
Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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