



Coahoma Community College

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OFFICE OF STUDENT EMPLOYMENT

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MEMO

TO: Work-study Supervisors

FROM: Christopher C. Dixon

DATE: 09/06/07

RE: Work Study Students

Over the summer we have been reviewing current student employment policies. We felt that the current policy could be more efficient, as well as simplified.

In ongoing efforts toward improving the Student Employment Process here at Coahoma Community College, we are pleased to notify you of the following policy changes:

- I. We are requesting that **only** Departmental Directors complete and submit a **Work-study request form** (WRF) to the Student Employment office, indicating the total number of students requested for their particular department and a **designated staff member to sign all departmental time sheets.**
- II. Staff members that desire work study students must submit to their corresponding Directors office, a **Job Description Form** (JDF). The JDF will indicate the number of students they requested and Job duties and Descriptions. Moreover, if staff members know of any particular students would like to work for them, submit the student's names on the JDF form.

All Student Employment positions will be posted on CCC website as well campus bulletins.

Please complete and submit all WRF's Christopher Dixon, Student Employment Office, cdixon@coahomacc.edu, 662-621-4204, 1st floor, Dickerson-Johnson Library, immediately or by August 24, 2007.

If you have any questions, please contact me at ext. 4204.

Thank very much for your immediately attention.