



## Job Description Form

### Federal Work-Study Request Form for the 2007-2008 Academic Year

Please submit a copy of this form to the **Director of your department's office**, for **EACH** Position in your area. Be sure to fill out the form completely. The information requested is mandated by the Federal Work-Study program; it is also valuable for sharing with students to ensure that they understand their jobs. Also indicate # of students desired.

\_\_\_\_\_ **Number of students needed**

**Students' Job Title:** \_\_\_\_\_

**Department Name:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Supervisor's Phone:** \_\_\_\_\_

**Supervisor's Email:** \_\_\_\_\_

**Job Qualification (including any special skills needed):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Job Responsibilities:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_