

JOB DESCRIPTION Federal Work Study Program

SECTION 1: Employer Inform	iation		
Division Name:			Division #
Division Coordinator Name:			
Department Name:			Dept. ID
Department Contact/Supervisor:			Dept. Contact phone #
SECTION 2: Job Information			
Job Title:			<u></u>
Job Number(s):			<u></u>
Pay Rate Level:	I ☐ Mid Level	☐ Top Level	
Duties/Responsibilities: (Des	scribe daily/peri	odic tasks. Indicate mair	n responsibilities.)
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-		ence required or preferre	ed that directly relate to successful performance o
this job; possible academic n	najor.)		
Preferred Work Hours:			
Number per week:		Academic Year_	
Times (check one)	☐ Flexible:	8:00 am – 4:30 pm, Monda	ıy – Friday
	Specific h	ours:	