



## **WORK-STUDY JOB DESCRIPTION FORM 2025-2026**

Job title: Student Assistant/

Pay Rate: \$ 16.90/hr.

Agency: \_\_\_\_\_

Employment site: \_\_\_\_\_

Address: \_\_\_\_\_

Job skills and qualifications required:

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Job duties/Description:

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Contact Supervisor: \_\_\_\_\_

Phone number: \_\_\_\_\_

Total hours per week: \_\_\_\_\_ (max 15 hours)

Preferred work schedule:

Please email the Student Employment Application, transcripts, resume and the days/hours that you are available to work

Days:    Monday            Tuesday            Wednesday            Thursday            Friday

Hours: \_\_\_\_\_            \_\_\_\_\_            \_\_\_\_\_            \_\_\_\_\_            \_\_\_\_\_

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### **For Office Use Only**

**Date Received** \_\_\_\_\_            **Dept. Code** \_\_\_\_\_            **Fund** \_\_\_\_\_

**Number of positions** \_\_\_\_\_