

**SOUTHEASTERN COMMUNITY COLLEGE**

**FEDERAL COLLEGE WORK-STUDY REQUEST FORM FOR NEW JOB TITLE**

**FALL 2018 & SPRING 2019**

**INSTRUCTIONS:** Complete and return request form to the Financial Aid Office if you are requesting a work-study student to be assigned to you for the semesters listed above. Assignments may be considered in the order received and are dependent on available funding.

Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Office/Room # \_\_\_\_\_ Telephone Ext. \_\_\_\_\_

Proposed Job Title \_\_\_\_\_ Base Pay Rate : \$7.50 per hour

Purpose of this Work Study position and how it relates to your role or the department role: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

1. List the names of students whom you would like to have assigned to work for you.

1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_

2. Total number of hours work-study student(s) is/are needed per week: \_\_\_\_\_

3. Check preferences: \_\_\_\_\_ Freshman \_\_\_\_\_ Sophomore

4. ADD duties and responsibilities that will be required of the student(s). Please be as detailed as possible as this will be the basis of the job description for this position.

- Make copies as need or requested.
- Run errands and make deliveries or pick-ups as needed.
- Daily filing and scanning.
- Restock work areas with supplies as needed.
- Answer phones and forward calls as necessary.
- Assist students as requested/needed.
- Ensure that work area is properly prepared and ready for use.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Qualifications - ADD any special skills or experience that is required or preferred. Please be as detailed as possible as this will be included in the job description for this position. (EX: TB Skin test required, Prior completion of program, enrollment in certain program, specific experience or training as related to position.)

- Student must be eligible for the Federal Work Study program as determined through the Free Application for Federal Student Aid (or FAFSA).
- Student must be enrolled at least half-time (6 credit hours) during the semester of employment.
- Student must maintain satisfactory academic progress (SAP) which is at minimum a 67% completion rate and 2.0 grade point average (GPA).
- Must be reliable, trustworthy and able to hold in confidence all information that student may come in contact with.

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I acknowledge that I have provided input for the creation of this new position/job description and submit this request for consideration. Signed: \_\_\_\_\_ Date: \_\_\_\_\_