



Work-Study Requisition Form

Dept/Division:	<input type="text"/>	Salary:	<input type="text" value="\$7.25"/>
Account No:	<input type="text"/>	Work Location:	<input type="text"/>

Please check and fill in the blanks on all that apply to this position:

New Position: ☐ YES ☐ NO

Number of Positions Needed:

Work hours:

Work days:

Requested by:	<input type="text"/>	Date:	<input type="text"/>
	Name and Title		

Departmental approval:	<input type="text"/>	Date:	<input type="text"/>
	Supervisor's Signature		

Reviewed by:	<input type="text"/>	Date:	<input type="text"/>
	Director of Student Financial Aid		

JOB DESCRIPTION

Position Title: Work-Study

Reports To:

Department:

Immediate Supervisor:

GENERAL DESCRIPTION:

GENERAL DUTIES AND RESPONSIBILITIES:

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND WORKPLACE EXPERIENCE:

WORKING CONDITIONS: