

SUMMER 2019 THROUGH SPRING 2020

CPTC ON CAMPUS JOB REQUEST AND DESCRIPTION FORM
FOR WORK STUDY POSITION(S)

***Work Study positions are dependent upon state and federal funding. We may not be able to fund all positions requested. Work Study positions may not result in the displacement of employed workers or impair existing contracts for services.*

DATE: _____

INSTRUCTIONS:

1. Fill out a request for each position you would like to establish, unless you have a number of jobs that are EXACTLY the same. Fill out the request completely and neatly.
2. Students cannot work more than an average of 19 hours per week while classes are in session or during scheduled class times.
3. Have your Director, Dean or official budget signing authority sign the request form and return it to:

Monica Selby-Blissenbach

STUDENT AID & SCHOLARSHIPS PROGRAM SPECIALIST –BUILDING 17, RM 102D, STUDENT AID& SCHOLARSHIPS OFFICE

PRINTED SUPERVISOR’S NAME: _____

Please fill this section out completely.

This request applies to the following quarters: (Check the appropriate quarters.)

Summer 2019 _____ Fall 2019 _____ Winter 2020 _____ Spring 2020 _____

NUMBER OF POSITIONS REQUESTED: _____

DEPARTMENT/DIVISION: _____ SUPERVISOR _____

BUILDING #: _____ ROOM #: _____ PHONE #: _____

EMAIL ADDRESS: _____

WORK STUDY JOB TITLE: _____

JOB DESCRIPTION/ESSENTIAL FUNCTIONS: Indicate duties, responsibilities, time of day required. Please be as specific as possible in completing this portion of the form. _____
