# Federal Work Study Position Description

## Number of Student Workers Requested: Enter number of students.

## Position information

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| --- |
| Name of position: Enter the name of the position. |
| Rate of pay: $12/hr (All student wages are paid by Goodwin University)  |
| Employer full name: (No acronyms) Enter employer’s full name. |
| Employer full address: Enter employer’s full address. |
| Location where student will perform their duties: Enter a location. |
| Schedule: (Select all that apply)[ ]  Business hours [ ]  Evening hours [ ]  Weekend hours |
| Additional schedule details: Enter any additional schedule details. |

Students are not to exceed 15hrs/week. Permission to exceed 15hrs/week may only be granted by the VP of Human Resources.

## requestor information

|  |  |
| --- | --- |
| Full name: Enter requestor’s full name. | Title: Enter requestor’s title. |
| Email: Enter requestor’s email. | Phone: Enter requestor’s phone. |

## Supervisor information\*

\*This must be the actual, intended supervisor. Supervisors must monitor the student when they are working and approve the student’s time cards.

|  |  |
| --- | --- |
| Full name: Enter supervisor’s full name. | Title: Enter supervisor’s title. |
| Email: Enter supervisor’s email. | Phone: Enter supervisor’s phone. |

## Job Description

Please write the job description below, and make sure to include:

1 - Purpose or role of the position within the organization

2- Duties and responsibilities associated with the position and how they relate to the purpose or role.

**Please attach a separate page if your job description does not fit within the provided space.**

|  |
| --- |
| Enter job description. |

|  |  |
| --- | --- |
| Required Qualifications | Preferred Qualifications |
| 1. Must be eligible for Federal Work Study | 1. Click or tap here to enter preferred qualifications. |
| 2. Enter required qualifications. | 2. Click or tap here to enter preferred qualifications. |
| 3. Enter required qualifications. | 3. Click or tap here to enter preferred qualifications. |
| 4. Enter required qualifications. | 4. Click or tap here to enter preferred qualifications. |
| 5. Enter required qualifications. | 5. Click or tap here to enter preferred qualifications. |

## Length of Student Employment

|  |
| --- |
| [ ]  Indefinitely [ ]  Project/Event Specific Start/End Date Click or tap to enter a start date. to Click or tap to enter an end date. |

## Internal Work Study Position Approval (No typed Signatures)

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| --- | --- |
| Department Head’s signature:  | Date: Department Head’s signature date. |
| Vice President for Human Resources signature: | Date: VP for Human Resources signature date. |
| Senior Director of Finance and Controller signature: | Date: Senior Director of Finance and Controller signature date. |

## External Work Study Position Approval (No typed Signatures)

|  |  |
| --- | --- |
| Signature of Institution Official: | Date: Institution Official signature date. |
| Signature of Organization Official: | Date: Organization Official signature date. |