

# Work-Study Job Requisition (2011-2012)

**ORGANIZATION NAME:**

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Box for office use only: Job # \_\_\_\_\_

FW \_\_\_\_\_ CS \_\_\_\_\_ GM \_\_\_\_\_ AR \_\_\_\_\_

Job Site Location (if different from address above):  
\_\_\_\_\_

Check all that apply: Graduate \_\_\_\_\_ Undergraduate \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_

Total Hours per Week: \_\_\_\_\_ Hourly Rate of Pay: \$ \_\_\_\_\_ Number of Positions Available: \_\_\_\_\_

Position Title: \_\_\_\_\_

Interviewer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Interviewer Email: \_\_\_\_\_

Job Category (required; check one only): Clerical / Office \_\_\_\_\_ Laboratory \_\_\_\_\_ Reader/Tutor Program \_\_\_\_\_  
Research /Lab \_\_\_\_\_ Computer/Technical Support \_\_\_\_\_ Other \_\_\_\_\_

Would you like to have this position advertised on the online work-study job bulletin? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Needs to be reviewed as a community service position? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Job Description** (Please attach separate sheet of paper if additional space is needed):

**Qualifications** (Please attach separate sheet of paper if additional space is needed):

Authorized Agency

Representative Signature: \_\_\_\_\_ Name (please print): \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

Please photocopy all pages in this agreement packet for your records before mailing the originals to Work-Study Office.