SMITH COLLEGE 2015-2016

OFF-CAMPUS WORK-STUDY JOB DESCRIPTION
(you will also need to do a job description on JobX to advertise)

JOB TITLE ________________________________________________________________

NAME OF AGENCY _________________________________________________________

ADDRESS _______________________________________________________________

AGENCY’S MISSION & URL
________________________________________________________________________

PHONE # ___________________________ EMAIL ___________________________________

SUPERVISOR ______________________________________________________________
(responsible for student supervision and online approval of timesheets)

DETAILED DESCRIPTION OF POSITION: (attach if necessary)
________________________________________________________________________

QUALIFICATIONS REQUIRED:
________________________________________________________________________

SCHEDULE · specific days and hours
________________________________________________________________________

IMPORTANT NOTE: Students contact the agency directly for an interview. Before any official hire, the agency must first confirm that the student is Federal Work-Study eligible. Students may work a maximum of 10 hours per week.