SMITH COLLEGE 2017-2018

OFF-CAMPUS WORK-STUDY JOB DESCRIPTION
(you will also need to complete 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 earn up to their FWS contracted amount.