

2024 2025

Federal Work-Study Job Description and Request Form

Department/Site: _____ Phone/Ext: _____

Location / Room #: _____

Address (if off campus): _____

Department Chair /
Dean/ Manager/: _____ Phone/Ext: _____


E-Mail: _____

Department/Site
Work-Study
Supervisor: _____ Phone/Ext: _____

E-Mail: _____ Room#: _____

PLEASE COMPLETE ONE FORM FOR EACH CLASSIFICATION REQUESTED

Number of positions
available: _____ Classification: _____

Will this position be considered Community Service? [YES/NO] _____  ☐

(Community Service is defined as; a job working for a nonprofit, governmental, or community-based organization, which is designed to improve the quality of life for residents of the community; particularly low-income individuals, or a job which provides services to children or students with disabilities or serving as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling, including career counseling.)

Job Description:

Desired Qualifications:

Hours in which Work-Study students are needed: (Please include days and times and if it includes weekend/evening)

*** Will your FWS position be able to perform duties remotely?** _____

- As FWS students may not work unsupervised, please describe the tools /mechanisms available to you, the area supervisor, that would allow you to be able to document actual hours worked, certify the information as accurate, and supervise the student in a remote setting?

Department Chair/ Dean/
Manager Signature: _____ Date: _____

Must be signed/approved by the site Chair, Dean or Manager.

PLEASE RETURN TO **SKYLER DENNON** IN THE FINANCIAL AID OFFICE I4-107C TO REQUEST ASSISTANCE FOR THE 2023/2024 ACADEMIC YEAR. PLEASE EMAIL sdennon@sdccd.edu IF YOU HAVE ANY QUESTIONS.