

Dept Code:

**LOUISIANA TECH UNIVERSITY**  
**Regular Funds Student Employment Job Description Form**

**Employer Information:**

Employer's Student Employment Contact: \_\_\_\_\_

Department (or Agency): \_\_\_\_\_

Department (or Agency) Address: \_\_\_\_\_

Campus Box: \_\_\_\_\_

Work Location: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Job Title:**

**Purpose of the Position:**

**Job Duties and Responsibilities:**

Dept Code:

**Job Qualifications:**

**Terms of Employment:**

**Work Schedule:**

Check all that apply:

- |                                       |   |   |   |
|---------------------------------------|---|---|---|
| <input type="checkbox"/> Morning      | <input type="checkbox"/> Afternoon      | <input type="checkbox"/> Evening        | <input type="checkbox"/> Weekend        |
| <input type="checkbox"/> Fall Quarter | <input type="checkbox"/> Winter Quarter | <input type="checkbox"/> Spring Quarter | <input type="checkbox"/> Summer Quarter |
| <input type="checkbox"/> Fall Break   | <input type="checkbox"/> Winter Break   | <input type="checkbox"/> Spring Break   | <input type="checkbox"/> Summer Break   |

**Average Hours Per Week** (Total or Range, ex: 12-15): \_\_\_\_\_

**Wage Rate and Range** (*Minimum and maximum pay range to be paid for this position*):

\$ \_\_\_\_\_ to \$ \_\_\_\_\_

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