

Dept Code:

LOUISIANA TECH UNIVERSITY
Federal Work Study Student Employment Job Description Form

Instructions: PLEASE complete a job description form for each FWSP position (not each employee).
Keep a copy in your office and return the original to the Financial Aid Office (Campus Box 34).

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 \$ _____

Louisiana Tech University
Division of Financial Aid
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Fax: (318) 257-2641