



LOUISIANA TECH UNIVERSITY

Office of Financial Aid

Student Employment Job Description

Please return this completed form to:
Louisiana Tech University
Office of Financial Aid
PO Box 7925 Ruston, LA 71272

Department (or Agency):

Department Contact:

Department Address:

Campus Box:

Dept Code:

Work Location:

Telephone:

Fax:

Email Address:

Student Worker Job Title:

Student Worker Supervisor (if other than Contact):

Purpose of this Position:

Job Duties and Responsibilities:

Job Qualifications:

Work Schedule:

Morning

Afternoon

Evening

Weekend

Fall Quarter

Winter Quarter

Spring Quarter

Summer Quarter

Fall Break

Winter Break

Spring Break

Summer Break

Average Hours per Week (Total or Range, example 12-15)

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

to

Employment Type (select all that apply):

☐

Federal Work Study

☐

Institutional Work Study

☐

Both Federal and Institutional