

College Work-Study Employee Requisition

Fall 20____ Spring 20____ Summer 20____

Work-Study Position Title: _____ *Teaching Assistant* _____
 Department Requesting Position: _____
 Campus: _____ Room Number: _____ Number of Work-Study Positions Requested: _____

Description of Duties and Tasks: Essential duties and responsibilities include the following. Other related duties may be assigned.

- Assist instructors and/or students in a lab/classroom setting.
- Maintain student records.
- Type, file and duplicate materials as required.
- Perform clerical duties in support of faculty.

Required Skills: Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to conform to an established work schedule.
- Ability to communicate in a concise and effective manner.
- Ability to understand and follow instructions.
- Ability to use personal computers.
- Effective interpersonal skills.
- Ability to exercise tact and discretion.

What other possible duties will the student be required to perform? Please be specific with regard to any physical activities, including lifting, stair climbing, cleaning & maintaining facilities or equipment.

Note: Depending on the student's award, 15 hours per week is the maximum a student is allowed to work during the Fall/Spring. Summer eligibility may be as high as 20 hours per week, depending on the student's award.

Are you willing to train the work-study student? Yes No

Will the student be required to work specific hours/days other than Monday-Friday 8 a.m.-5 p.m.? Yes No

If the answer to the above question is yes, please indicate hours/days: _____

Are weekend and/or evening hours available for students to work? Yes No

To whom should the student be referred for the interview? _____

Important! To request and hire a work-study student, you must meet the definition of supervisor as defined by Human Resources and the E-Time system!

(Supervisor's Name: Please Print)

(Supervisor's Title: Please Print)

(Supervisor's E-Mail Address)

(Supervisor's Signature)

(Phone Number)

(Date)