

West Virginia State University
Office of Career Services

ACADEMIC YEAR _____/_____

JOB REQUEST & APPLICATION
TO EMPLOY STUDENTS FOR THE FEDERAL WORK STUDY PROGRAM

GENERAL INFORMATION

DEPARTMENT _____ EXT. _____

DEPARTMENT CHAIRPERSON _____ EXT. _____

JOB SUPERVISOR _____ EXT. _____

JOB DESCRIPTION

TITLE OF JOB ASSIGNMENT _____

NO. OF HOURS NEEDED PER WEEK _____ NO. OF STUDENTS NEEDED _____

ANY SPECIFIC DAYS AND HOURS _____

SATURDAY AND/OR SUNDAY HOURS _____

DESCRIPTION OF WORK TO BE PERFORMED _____

STUDENT QUALIFICATIONS

CHECK SPECIFIC SKILLS YOU WOULD LIKE STUDENT TO HAVE

_____ TYPING (words per minute: _____)

_____ COMPUTER (software packages: _____)

(languages: _____)

(data entry: _____)

_____ FILING

_____ RECEPTIONIST/TELEPHONE

_____ ACCOUNTING/BOOKKEEPING

_____ WATER SAFETY/LIFEGUARD

_____ CAN OFFICIATE ATHLETIC EVENTS

_____ KNOWLEDGE OF GRAPHIC DESIGN

_____ NEWSPAPER/EDITING

_____ CAN OPERATE MACHINERY (list: _____)

_____ OTHERS (list: _____)

SPECIAL QUALIFICATIONS OR INFORMATION _____

Provide the names of students you would like to work in your department:

DATE

SIGNATURE OF CHAIRPERSON/DEAN/DIRECTOR