



Federal Work Study

Date: _____

Financial Aid Office

Job Description Form

Please Print

IPFW is an Equal Opportunity/Affirmative Action Employer

Departments interested in hiring Federal Work Study (FWS) students must fill out a job description form for each FWS position.

Department: _____ **Room #:** _____

Supervisor(s): _____ **Phone:** _____

Job Title: _____ **Pay Level:** ____ **Pay Rate/Hour:** _____

Award Year: _____

Purpose/primary function of job: _____

Duties and responsibilitie: (Brief & Specific) _____

Days & preferred hours (A FWS position cannot work over 8 hours in one day and weekly hours should be restricted to 20 hours or less):

Monday through Friday: _____

Saturday and Sunday: _____

Total Hours per week: _____ (Not to exceed 20 hours per week)

Preferred qualifications: _____

Education/Career related benefits: _____

Reference(s) to departmental policies (Brief description of expectations): _____

Provide a copy of this form to the Financial Aid Office and retain the original in the departments office.

Date Description updated: _____ Date copy sent to Financial Aid: _____

Supervisor or Department Manager's signature: _____