



Federal Work Study (FWS) Off-Campus

Job Description Form

Date: _____

IPFW is an Equal Opportunity/Affirmative Action Employer

The Off-Campus agency interested in hiring Federal Work Study (FWS) students must fill out a job description for the FWS position. Please type or print the requested information below.

Agency: _____ Supervisor(s): _____

Address: _____ Phone: _____
Street City State Zip Code

Basic Job Titles, Pay Levels, and hourly rates are listed in the Employer Work Study Guide at www.ipfw.edu/career/employer/additional.shtml.

FWS Job Title: _____ Pay Level: _____ Pay Rate/Hour: _____

Purpose/primary function of job: _____

Duties and responsibilities (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: _____

Brief description of expectations: _____

Supervisor or Department Manager's signature: _____

Retain a copy for agency records and submit the original form to the IPFW Financial Aid Office.

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