

REQUEST FOR STUDENT EMPLOYEES

Federal Work Study and Student Employment Programs

Department _____

Supervisor of Student Employees _____

Building _____ Room No. _____ Extension _____

Email address _____@bristolcc.edu

Timekeeper _____

Job Description

Complete one form for each job title.

Job Title (clerk, data entry, lab aide)

Job Responsibilities and Duties

Specific Skill Required

Tasks to be Performed

Total Weekly Hours Needed To Perform these Tasks

Number of Students Needed: **Summer** # _____

Academic Year # _____

(Request specific students on reverse side.)

(Assume 20 hours per week Summer; 10 hours per week Academic Year)

Supervisor's Signature _____ Date _____

Return this form to the Financial Aid Office, G 120.