Per Work-Study program guidelines, the following job description needs to be completed as part of the new agency registration process. Submit the job description, along with all other required documentation for approval to Student Employment. Once we receive your documentation, we will review it and be in contact to let you know the status of your application.

Fax or email completed form to the Student Employment Office.

Please type or print

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<thead>
<tr>
<th>Agency/Business Name:</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>Title of position to be filled:</td>
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<tr>
<td>Department or office within agency in which student will be employed:</td>
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<tr>
<td>Name of student’s immediate supervisor:</td>
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<tr>
<td>Supervisor’s email address:</td>
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Job duties and responsibilities