

# 2021 2022

## Federal Work-Study Job Description and Request Form

Department/Site: \_\_\_\_\_ Phone/Ext: \_\_\_\_\_

Location: \_\_\_\_\_ Room #: \_\_\_\_\_

Address (if off campus): \_\_\_\_\_

Department Chair /  
Dean/ Manager/: \_\_\_\_\_ Phone/Ext: \_\_\_\_\_

Mail Box: \_\_\_\_\_

Department/Site  
Work-Study  
Supervisor: \_\_\_\_\_ Phone/Ext: \_\_\_\_\_

Mail Box: \_\_\_\_\_ Room #: \_\_\_\_\_

PLEASE COMPLETE ONE FORM FOR EACH CLASSIFICATION REQUESTED

Number of positions  
available: \_\_\_\_\_ Classification: \_\_\_\_\_

Will this position be considered Community Service? [YES/NO] \_\_\_\_\_

**(Community Service** is defined as; a job working for a nonprofit, governmental, or community-based organization, which is designed to improve the quality of life for residents of the community; particularly low-income individuals, or a job which provides services to children or students with disabilities or serving as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling, including career counseling.)

Job Description:

Desired Qualifications:

Hours in which Work-Study students are needed: (Please include days and times)

Department Chair/ Dean/  
Manager Signature : \_\_\_\_\_ Date: \_\_\_\_\_

***Must be signed/approved by the site Chair, Dean or Manager.***

PLEASE RETURN TO **SKYLER DENNON** IN THE FINANCIAL AID OFFICE I4-107C TO REQUEST ASSISTANCE FOR THE 2021/2022 ACADEMIC YEAR. PLEASE EMAIL [sdennon@sdccd.edu](mailto:sdennon@sdccd.edu) IF YOU HAVE ANY QUESTIONS.