WORK STUDY JOB DESCRIPTION

Instructions for completion: Please print this form and fill in all of the fields by hand, in ink. Sign and date the form at the bottom once complete. Then, scan and upload the job description(s) for the Work Study position(s) you are requesting to the online Work Study Manager Request Form on NGU’s website at the following web address: https://ngu.edu/workstudy-request-form.php.

Title of Work Study Position: __________________________________________________________

Classification of Position (e.g. reading tutor level 1, reading tutor level 2, laboratory assistant 1 or 2, library technician 1 or 2, etc.): ________________________________________

Name of Work Study Manager: ____________________________________________________________

Title of Work Study Manager: _____________________________________________________________

Manager Phone Number: _______________________________________________________________

Manager NGU E-mail Address: __________________________________________________________

Name and Address of Student’s Employer: North Greenville University; 7801 N. Tigerville Road
Tigerville, SC 29688

Department or office employing the student: ______________________________________________

Location where student will perform his/her duties: _______________________________________

*Note: Students may work off-campus only if their position has a valid Off-Campus Agreement

Purpose of the role and/or justification for request:
_________________________________________________________________________________
_________________________________________________________________________________

Duties/responsibilities associated with the position (as related to the purpose of the role):
• ________________________________________________________________________________
• ________________________________________________________________________________
• ________________________________________________________________________________
• ________________________________________________________________________________
• ________________________________________________________________________________

Rate of Pay: $7.25/hour (refer to Work Study Policies & Procedures, Section B) – standard pay rate for all Work Study positions

General qualifications for the position (including specific qualifications for varying levels of classification, if applicable):
• ________________________________________________________________________________
Beginning Date of Employment: ________________  Ending Date of Employment: ________________

Outline of procedures and schedules for completing employee evaluation(s):

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Work Study Manager Signature: __________________________       Date: ________________