

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: _____