

Federal Work Study Request/Need Form

Department: _____ Location: _____

Supervisor/Person Making request _____

Email address: _____

Extension: _____ Semester _____

Total Students needed: _____

1. Describe briefly what student(s) will be expected to do:

2. Any particular hour(s) you need your office covered, please note weekend assignment hours:

3. Do you desire any special skills (typing, computer skills, or filing):

4. Any prior work/office or class taken as experience needed? If so please state.
