

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:

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

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

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

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