Fall 2006-Spring 2007
Student Employment Job Description Form

POSITION DETAIL

Date __________

Semester: [ ]Fall [ ]Spring [ ]Fall/Spring [ ]Summer I [ ]Summer II [ ]Summer I/Summer II

Employing Department________________________ Location________________________ (Bldg. & Room #)

Primary Supervisor’s Name________________________ Title________________________

Ext_________ Fax_________ PVAMU e-mail address________________________

Secondary Supervisor’s Name________________________ Title________________________

Ext_________ Fax_________ PVAMU e-mail address________________________

Please check all that apply:
[ ] Federal Work-Study (100%) [ ] Texas Work-Study (75%/25%) [ ] Student Hourly (100% to department)

Please indicate number of student positions for each item checked:
(Undergraduate)
[ ] SW I (Freshman) [ ] SW II (Sophomore) [ ] SW III (Junior) [ ] SW IV (Senior)

(Graduate)
[ ] SW V (non-teaching position)

NECESSARY QUALIFICATIONS

Please check all that apply:
Work Days: [ ] Monday [ ] Tuesday [ ] Wednesday [ ] Thursday [ ] Friday [ ] Saturday [ ] Sunday

Purpose of the position________________________________________________________

________________________________________________________

Major______________ Job rate or range (must specify)________________

Dress Attire: [ ] Business [ ] Business Casual [ ] Other __________________________

Special Work Requirements______________________________________________________

________________________________________________________
JOB DUTIES

Please list in detail the duties assigned to this position and estimate the number of hours per week represented by each work-study and hourly over a given period of time. Note: Undergraduate students may only work 20 hours per week. Graduate students (non-student teaching) may work 35 hours per week.

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<th>Duty #</th>
<th>Work Performed</th>
<th>Hours per Week</th>
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Student Employment Supervisory Certification Statement

As a student employment supervisor, I understand all job listings are posted at the discretion of Student Employment Office. The Student Employment Office (SEO) is committed to posting jobs that are in alignment with the goals and mission of PVAMU. SEO will not post jobs that appear to discriminate against applicants on the basis of race, color, religion, creed, age, national origin, veteran status, sexual orientation, disability, or gender. The Student Employment Office also reserves the right to refuse to post jobs that do not support the interests of the University. The PVAMU Student Employment Office makes no representations or guarantees about positions posted by this office.

This form must be returned or faxed to the Student Employment Office located in Harrington Science Building Room 111, as soon as possible. The Student Employment Office can be at (936)261-1795 or fax number (936)261-1734.

Supervisor __________________________ Title __________________________ Date __________________________

2 Revised Date – August 2006