

# 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 \_\_\_\_\_  
\_\_\_\_\_

