

Student Employment Job Description and Job Posting Form

PLEASE CHECK THE APPROPRIATE BOX NEW STUDENT POSITION EXISTING STUDENT POSITION

Department/Agency _____ Account # _____
(for on-campus job only)

Supervisor _____ Phone _____
E-mail _____

Contact Person _____ Phone _____
(Who should student and Financial Aid contact with questions regarding position?) E-mail _____

Student Job Title _____ Average # of hours per week _____

Location where work will be completed _____

Job Description

Special Skills/Qualifications (include special responsibilities or special equipment student would be required to operate)

Jobs will be posted on our website at www.valpo.edu/financialaid/studentemployment

For new job created, do you want this position posted on our website? (check one) Yes No

For existing student job, please complete the following. (For new positions being created, Financial Aid will determine this information.)

Job Type (check one) SSUP STEC SSER Salaried Job Level (check one) 1 2 3 4 5

FAO Use Only:

On-Campus Jobs ONLY:

Job # VUWS _____ FWS _____
Account # VUWS _____-50026 FWS _____-50025

Off-Campus Jobs ONLY: Job # _____ FWS SC _____
Account # FWS 10-0659100-50025

Job Type _____ Job Level _____ Approval initial and date _____