

# SAINT LOUIS UNIVERSITY™

## STUDENT FINANCIAL SERVICES

One Grand Blvd. Phone: 314-977-2350  
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Saint Louis, MO 63103 Email: SFS@SLU.edu

### FEDERAL WORK-STUDY JOB POSITION DESCRIPTION

**2018-2019**

Federal Work Study job descriptions of the positions in your department must be done **yearly**.

#### PLEASE PRINT OR TYPE

Department Name: \_\_\_\_\_ Department #: \_\_\_\_\_  
Contact Person/Supervisor: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Office Location: \_\_\_\_\_ Phone #: \_\_\_\_\_  
FWS Position Title: \_\_\_\_\_ Position #: \_\_\_\_\_  
Classification (if any): \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

How many positions for this job description? \_\_\_\_\_

#### **Please use only the space provided:**

Job Description and Purpose of Position: (please be specific):

Qualifications/Skills Required:

Length of employment (approx. begin and end date): \_\_\_\_\_ to \_\_\_\_\_

Describe how the student's job performance is evaluated and how often? (**DO NOT** leave blank or N/A):

Procedures for determining a student's rate of pay if the position has multiple rates:

Please check if the position is Community Service

**If the job is off campus, an off-campus agreement must be on file.**

Please email this form to [julie.martin@slu.edu](mailto:julie.martin@slu.edu).