



SAN DIEGO STATE UNIVERSITY

JOB DESCRIPTION

Federal Work Study Program

SECTION 1: Employer Information

Division Name: _____ Division # _____

Division Coordinator Name: _____

Department Name: _____ Dept. ID _____

Department Contact/Supervisor: _____ Dept. Contact phone # _____

SECTION 2: Job Information

Job Title: _____

Job Number(s): _____

Pay Rate Level: Entry Level Mid Level Top Level

Duties/Responsibilities: (Describe daily/periodic tasks. Indicate main responsibilities.)

Qualifications: (List skills, training, or experience required or preferred that directly relate to successful performance of this job; possible academic major.)

Preferred Work Hours:

Number per week: Summer _____ Academic Year _____

Times (check one) Flexible: 8:00 am – 4:30 pm, Monday – Friday

Specific hours: _____