

**UNIVERSITY OF ARKANSAS AT PINE BLUFF
OFFICE OF STUDENT FINANCIAL SERVICES
FEDERAL WORK-STUDY STUDENT REQUEST
FALL 2011/SPRING 2012**

Department _____

Off-Campus Agency _____

(If applicable)

Address _____

(Off- campus address or on-campus building and room number)

Telephone number _____ Fax Number _____

Work Study Supervisor's Name _____

Work-Study Supervisor's Signature _____

E-mail Address _____

Number of Students Requested _____ (Keep in mind when making the request that the average number of hours students work in a week is 10.)

Semester(s) requested ____ Fall ____ Spring

Of the number of students requested list how many will serve in the following capacities (if applicable):

Tutor pre-school or elementary students in reading _____; tutor elementary through ninth grade students in math _____; perform family literacy activities that include pre-school age children or elementary school students _____.

If you have identified students you wish to employ list their names, and ID numbers if known, below (attach a separate sheet if needed):

Name	ID Number	Position

- A job description of the available position(s) must be sent with the student request form. Include department /agency name and address, position name, purpose of position, duties and responsibilities, and supervisor's name. **If duties vary by position provide individual job descriptions for each position. Referrals will not be made until a job description is on file in the Office of Student Financial Services.**
- Students can work up to a maximum of 20 hours per week; however you must consider the award amount and the number of weeks to be worked to determine the weekly work hours.
- The work-study supervisor is responsible for monitoring time worked as well as completing and signing the student's time sheet.
- If as a result of hours worked, a student exceeds their maximum work-study award, **the assigned department will be responsible for paying the over award.**
- Work-study students who work on campus are paid \$7.25 per hour. Students who work off-campus are paid \$7.55 per hour.

Have you attached the appropriate job description(s)? ____ Yes ____ No

**UNIVERSITY OF ARKANSAS AT PINE BLUFF
OFFICE OF STUDENT FINANCIAL SERVICES
FEDERAL WORK STUDY JOB DESCRIPTION
FALL 2011/SPRING 2012**

Department: _____

Position: _____

Description Of Duties: _____

Skills
Required: _____

Submitted By: _____

Date: _____