

COMMUNITY SERVICE WORK-STUDY

Job Description Form

(Please Print or Type)

****Complete one form for each position, duplicate as needed****

Agency/School Information

Agency/School Name: _____

Contact Name: _____

Address: _____

Phone #: _____ Fax #: _____

Job Description

Job Title: _____ Pay Rate: _____

Number of Jobs: _____

Job Description: (attach additional sheet if necessary)

Required Skills:

Posting Information

(The majority of students receive awards for Fall/Winter)

Job would be available (check all that apply):

Fall _____(Sept.-Dec.)

Winter _____(Jan.-April)

Spring _____(May-June)

Summer _____(July-Aug.)

Western Michigan University

Brenda Case-Parris, Administrative Assistant

Career & Student Employment Services

Kalamazoo, MI 49008

(269) 387-2725 or (269) 387-2809 - Fax