



Student Financial Services Student Employment Job Description

ACADEMIC YEAR

INSTRUCTIONS: Please list below your student employment request for the academic year. This information is necessary in order to create a student employment position in your department. Please submit one job description for each position.

Department Name _____ Campus _____

Department Head _____ Bldg. _____ Room _____

Student Assistant Supervisor _____ Phone _____ Fax _____

Job Title _____ Number of Students Requested _____

Job Duties _____

Does this job help to resolve a problem for the residents of the community and does the employee work with residents of the community who are not attending Broward Community College? Yes No

Skills Preferred _____

Hours Needed Monday _____ Tuesday _____ Wednesday _____ Thursday _____
_____ Friday _____ Saturday _____ Sunday _____

I understand that there are federal guidelines I must abide by:

- Students must be eligible for financial aid awarded under the federal work-study program.
- Students may be terminated due to academic standing (student's GPA falls below 2.0).
- Students hired may not work during class time.
- Students hired must be attending Broward Community College and enrolled in at least six credit hours.

The Supervisor/Department Head is responsible for signing students' timesheets, ensuring the following:

- Hours are correct.
- Maintaining the federal work-study allocation for each student.
- Handing in timesheets for payroll on time.

Please sign below indicating your agreement to abide by the terms listed above:

Authorized Department Signature _____ Date _____

Supervisor Signature _____ Date _____

Office Use Only

Approved by _____ Date _____

Number of Students Approved _____ Job Number _____