

Request for Student Worker/Work Study

DEPARTMENT: _____

SUPERVISOR
SIGNATURE: _____

DATE: _____

Please Check:

Work Study Student Needed _____

Student Worker Needed _____

Type of Position:

1. Library _____
2. Clerical/General Office _____
3. Accounting _____
4. Mfg/Computer Technology _____
5. Data Entry _____
6. Computer Lab Monitor _____
7. Child Care _____
8. Science Lab Assistant _____
9. Campus Delivery _____
10. Copy Center _____
11. Maintenance _____
12. Horticulture _____
13. Audio Visual Dept. _____
14. Fitness Center/Gym _____
15. Welding Dept. _____
16. Automotive _____

Skills Needed for position:

1. Lotus/Excel _____
2. Access _____
3. Desktop Publishing _____
4. MS Word _____
5. Data Entry _____
6. Work Independently _____
7. Good Verbal Skills _____
8. Ability to Multi-task _____
9. Maintain Confidentiality _____
10. Detail Oriented _____
11. Proofreading _____
12. Customer Service Experience _____
13. Organizer _____
14. Strong Work Ethics/dependable _____
15. Read a tape measure _____
16. Technical Skills/Experience: _____

If you are interested in viewing complete applications, contact Human Resources