

**MEDAILLE COLLEGE STUDENT WORK PROGRAM Key  
APPROVAL and JOB DESCRIPTION**

**To be completed by Supervisor:**

**Student's Name:** \_\_\_\_\_

**Student ID #:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Budget #** \_\_\_\_\_

**Job Summary:** \_\_\_\_\_

The supervisor completes the top section and sends the form to Financial Aid for signature. FA sends the form to Human Resources.

HR will notify the supervisor when the student(s) has been approved and if additional paperwork needs to be completed.

**Specific Duties and Responsibilities:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Qualifications: (Education requirements, certifications, basic knowledge requirements, etc.)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Wages Per Hours: \_\_\_\_\_

Hours per week: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Division Head's Signature:** \_\_\_\_\_ Signature must be VP or Dept. Head

CWSP Eligibility: Yes \_\_\_\_\_ No \_\_\_\_\_

**Financial Aid Signature:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Banner #** \_\_\_\_\_ **Position #** \_\_\_\_\_

**Web Time Approver #** \_\_\_\_\_ **Employee Paperwork** ☐ Yes ☐ No

☐ Payroll

☐ Human Resources

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**Specific Duties and Responsibilities:**

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**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Wages Per Hours:** \_\_\_\_\_

**Hours per week:** \_\_\_\_\_ **Estimated Cost:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Division Head's Signature:** \_\_\_\_\_

\_\_\_\_\_

**CWSP Eligibility:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Financial Aid Signature:** \_\_\_\_\_

\_\_\_\_\_

FOR OFFICE USE ONLY	
<b>Banner #</b> _____	<b>Position #</b> _____
<b>Web Time Approver #</b> _____	<b>Employee Paperwork</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Payroll	
<input type="checkbox"/> Human Resources	