**Community Work Study Position Announcement**

**Name of Organization:**

Click here to enter text.

**Address of Organization:**

Click here to enter text.

**Will the student be working at the address listed above? If no, please list the location(s) where the student will be working:**

 Yes [ ]  No [ ]

**If no, list location and address where student will be working:**

Click here to enter text.

**Name and contact information of student supervisor (Please list additional supervisors if applicable):** Note: This person(s) will be responsible for day-to-day guidance, support, signing timesheets, attending the orientation, participating in site visits, etc.

Supervisor name and title: Click here to enter text.

Supervisor phone: Click here to enter text.

Supervisor email: Click here to enter text.

Best way to contact supervisor: Email [ ]  Phone [ ]

**Description/mission of the organization:**

Click here to enter text.

**Student job title:** Click here to enter text.

**Description of the position (please be specific):**

Click here to enter text.

**Specific duties:**

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.
4. Click here to enter text.

**Qualifications/skills needed:**

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.
4. Click here to enter text.

**Preferred major/interests of students:**

Click here to enter text.

**Days and hours needed (please note if days/hours are flexible):**

Days Needed: Monday [ ]  Tuesday[ ]  Wednesday[ ]  Thursday[ ]
 Friday [ ]  Saturday [ ]  Sunday[ ]

Are days flexible?: Yes [ ]  No [ ]

List hours needed: Click here to enter text.

Are hours flexible?: Yes [ ]  No [ ]

**Is travel required of the student other than getting to/from their work site? If yes, please describe:**

 Yes [ ]  No[ ]

If yes, describe: Click here to enter text.

**List any special requirements necessary for this position** (ie: background Check, fingerprinting, proof of immunizations, etc.)

Click here to enter text.