College of the Mainland

Federal Work-Study
Job Description Form
2015-2016 Academic Year

Office of Student Financial Services
1200 Amburn Road, A-150
Texas City, Texas 77591
Phone: 409-933-8274
Fax: 409.933.8015

Please complete a form for each position (not each employer)

Employing Agency Name and Department (ex. College of the Mainland\Student Financial Services):
Name: ____________________________________________

Address: ____________________________________________

Phone Number: ____________________ E-mail address: ____________________

Work Schedule (days & hours) ____________________

Average hours per week (not to exceed 15) ______________

Number of positions available: ___________

Please check type of work:
- Professional
- Maintenance
- IT /Computer
- Clerical
- Dining Services
- Technical
- Custodial
- Other (please explain): ____________________

Please list student’s duties and responsibilities:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Please list job qualifications:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
Please list experience gained that will complement student’s academic program or career goals (required for all Federal Work-Study job listings):
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

All students employed in college work-study will undergo a criminal background check, per College of the Mainland policy.

Please review the checklist of duties and responsibilities and mark as appropriate:

Handling financial, student or personnel data or records? _____ Yes _____ No
Confidential or sensitive data or information? _____ Yes _____ No
Handling cash, checks, or credit card transactions. _____ Yes _____ No
Responsibilities for/or providing services to anyone under the age of 18? _____ Yes _____ No
Possessing keys/codes _____ Yes _____ No
Access to a select agent or toxin as defined by the Centers for Disease Control (CDC) or which will load, unload, prepare for transport, or offer for transportation any quantity of radioactive materials or a quantity of hazardous material which requires placards? _____ Yes _____ No

**Supervisor:** This individual must be present at the work site when the student is working. He/she is also the person who regulates hours of work and generally ensures that the employee is performing his/her duties properly.

**Supervisor’s name and job**

**Title:**

**Phone number:**

**E-mail address:**

**Fax number:**

**Mailing address (if different from that of contact):**

**Immediate Supervisor Comments:**

**Signature:**

**Date:**

**Management Comments (second level supervisor):**

**Signature:**

**Date:**
To Be Completed by Federal Work-Study Community Service Employers

Describe the services your organization provides for the local community and how your organization improves the quality of life in the community:

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Describe how this work-study position above will enable your agency to achieve this purpose:

__________________________________________________________________________________________________
__________________________________________________________________________________________________

Please complete checklist of services provided:

<table>
<thead>
<tr>
<th>Service</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literacy training, reading or math tutor</td>
<td></td>
<td></td>
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<tr>
<td>Healthcare</td>
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<tr>
<td>Childcare</td>
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<tr>
<td>Welfare, Social Services</td>
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<tr>
<td>Transportation, housing, or neighborhood improvement</td>
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<tr>
<td>Public safety or crime prevention and control</td>
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<tr>
<td>Rural development or community improvement</td>
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<td></td>
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<tr>
<td>Work in service opportunities or Youth Corps</td>
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<td></td>
</tr>
<tr>
<td>Support services for students with disabilities</td>
<td></td>
<td></td>
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<tr>
<td>Mentor for such purposes as supporting educational and Recreational activities, or counseling</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Agency funding sources (check all that apply)

_____ Federal  _____ City/County  _____ State  _____ United Way  _____ Other (please explain)

Agency’s staffing (number of positions):

Full-time paid staff

Part-time paid staff

Student employees

Volunteers

Total staff

Additional comments:

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________