Federal Work-Study Job Description: **ALL Fields Required**

Student Name: **Student ID:**

Position Title: **Pay Rate:**

Department: **Supervisor Name:**

Length of Employment (Start Date – End Date):

Name & Address of Employer: University of the Incarnate Word 4301 Broadway, San Antonio, TX 78209

Location(s) Where Student Performs Duties

Purpose/Role of Position

Duties and Responsibilities

General Qualifications for Position

Federal Work-Study Job Description: **ALL Fields Required**

Specific Qualifications for Various Levels/Pay Rates

Procedures for Determining Pay Rate

Performance Evaluation Procedures and Schedule

Additional Information (optional)