



CENTRAL WASHINGTON UNIVERSITY

WORK-STUDY JOB DESCRIPTION

Off-Campus Employer

Job Title: _____ Hourly Wage: \$ _____
 Organization/Business: _____ # of Students Needed: _____
 Supervisor/Contact: _____ Hours per week: _____
 Email Address: _____ *(Maximum of 19 hrs/week)* _____
 Mailing Address: _____ Phone #: _____

Work Schedule: To be arranged: ☐ Times must be available: _____
 Work site Location: _____ Begin Date: _____
 Length of Employment: _____ End Date: _____

Essential Functions, Duties, and Responsibilities:

Skills required:

Purpose of Job:

Educational Benefits:

Please keep position open until we request it close: Yes ☐ No ☐
 Please renew this posting every: Term: ☐ Year: ☐ Do not renew: ☐

Students should apply to position by: (ex: email resume, stop by, ect):

Financial Aid Use Only

Approval Date:	Award Subcode:
Community Service? ☐ Yes ☐ No	For Profit
Reimbursement Rate:	Special Funding Source:
SWS Class:	Range: Job Class Code:
Approved By:	Date:

Office of Financial Aid & Scholarships

400 E University Way | Ellensburg WA 98926-7495 | Office: 509-963-1611 | Fax: 509-963-1788

Bouillon Hall 106 | Email: FinancialAid@cwu.edu | Web: cwu.edu/financialaid

CWU is an EEO/AA/Title IX Institution. For accommodation email: DS@cwu.edu.

This is an electronic communication from Central Washington University.