

# Northern Essex Community College

## 2011- 2012 Federal Work-Study Student Job Request Form

Date:

On-Campus       Off-Campus

Department:       Company:

Campus:     Haverhill      Address:   
               Lawrence                                      City/State/Zip:

Phone:       Phone:

### Federal Work-Study Position Description

Job Title:       Job Period:  to

Job Level:                      Entry Level       General       High Level

Job Description/Responsibilities:

Minimum Job Qualifications:

Number of students requested for this position:  
(complete a separate request form for different positions)       Weekly Required Hours:

### Supervisor Information

Supervisor's Name:       Supervisor's Title:

Phone:       E-Mail:

If off-campus, could this work-site be considered as Community Service?      Yes       No

**IMPORTANT:** The supervisor above must sign the Job Authorization Form and the biweekly payroll time sheets. Students are not authorized to work beyond their maximum Work-Study awards; therefore, it is the supervisor's responsibility to plan a schedule with the student and keep records of the timesheets. Future participation in the Federal Work-Study Program will be contingent upon the adherence to these rules and the rules further outlined in the Supervisor Orientation.

**Return complete form to:**  
Peter Goss/Federal Work-Study Coordinator  
[pgoss@necc.mass.edu](mailto:pgoss@necc.mass.edu)