



OFFICE OF SCHOLARSHIPS AND FINANCIAL AID  
FEDERAL WORK-STUDY  
POSITION REQUEST FORM  
2017-2018 ACADEMIC YEAR

The Department of Education requires that the Federal Work-Study (FWS) program, authorized under the Federal HEA of 1965, complete an annual federal audit. By completing and signing this form below you are confirming that you have read, understood, and will adhere to the [Employer Overview](#) and [Supervisor Guide](#).

### EMPLOYER INFORMATION

Department:		Supervisor Name:	
Supervisor Phone:	Supervisor Email:		
HR Representative Name:		HR Representative Phone:	
HR Representative Email:			

### POSITION INFORMATION

FWS Position Type:	Lab Assistant I \$8.50 - \$10.00/hr Lab Assistant II \$10.00 - \$12.00/hr Student Assistant I \$8.00 - \$9.50/hr Student Assistant II \$9.50 - \$11.00/hr Technical Assistant I \$8.50 - \$10.00/hr Technical Assistant II \$10.00 - \$12.00/hr Tutor \$10.00 - \$12.00/hr Undergrad Research I \$8.50 - \$10.00/hr Undergrad Research II \$10.00 - \$12.00/hr
Number of FWS Students Requested:	
Duties and Responsibilities:	

Signature: