

ENTER YOUR JCC ID: J00 _____
STUDENT WORKERS 2021 SWP

Job Description for Jamestown Community College Student Workers 2020-21

Student's Name: _____
Street Address: _____ City: _____ State: _____ Zip: _____
Phone Number: () _____ Housing Plans: () With parents/relatives () In my own apartment () On Campus
*****Federal regulations require that you disclose all resources available for your college expenses. Please list annual 2020-21 grants, scholarships or assistance from a third party that is NOT listed on your JCC Financial Aid Award Notification. Use the back of this form if necessary.*****
Student's Signature: _____ Date: _____

Supervisor to complete this area:

Name of Student's Supervisor: _____
(This person is responsible for tracking the student's time worked, approving bi-weekly payrolls, and monitoring the student's performance.)
Department where student will work: _____
Estimated hours of work per week: _____ (student cannot work more than 15 hours per week while classes are in session)
Budget Code, account to be charged for this student worker expense: _____
Do you have student assistant budget funds to still hire this student if not FWS eligible? _____
If charging this position to the FSA off-campus **Community Service** FWS budget, please check here: ()
Does this position use baseline Banner (beyond self-service)? _____ Does student need an administrative log-on? _____

Qualifications required for this position are checked below:

- () Strong interpersonal skills, adaptable, dependable, and ambitious
- () The ability to work well with people
- () The ability to work well with children
- () The maturity to deal with confidential material
- () Currently hold a valid NYS driver's license
- () Minimal computer knowledge and typing skills
- () Other: _____
- () Other: _____

Job Title:

- () General Office/Department Assistant
- () Athletic Center Lifeguard
- () Maintenance
- () Reading/Family Literacy
- () Tutor
- () Student Ambassador
- () Lab Assistant
- () Peer Mentor

Duties for this position are checked below:

- () Answering phones, greeting the public, directing students/parents to appropriate personnel
- () Filing, typing, basic data entry tasks, performing general clerical duties
- () Assisting with mass and/or bulk mailings by folding and sorting, shredding paper, copying
- () Transporting and setting up audio visual equipment
- () Performing lawn care tasks such as general cleaning, pick up recyclables
- () Performing basic housekeeping tasks
- () Tutoring, reading aide
- () Other: _____

I understand that the student cannot start work prior to my receipt of approval from Human Resources.

Supervisor's Signature: _____ Date: _____

SUBMIT THIS FORM to: HUMAN RESOURCES, COCE, Jamestown campus.

*****DO NOT COMPLETE THIS SECTION*****

() Approved FWS and Max Earning Eligibility: \$ _____ () Approved Student Assistant

Signature of FAA: _____