

ENTER YOUR JCC ID: J00 \_\_\_\_\_  
STUDENT WORKERS 2122 SWP

### Job Description for Jamestown Community College Student Workers 2021-22

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 2021-22 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: \_\_\_\_\_