

MIDWESTERN STATE UNIVERSITY
COLLEGE WORK-STUDY PROGRAM
DEPARTMENTAL JOB REQUISITION

Please complete this form for EACH job opening and **forward to the MSU Financial Aid Office**. Your job opening will be posted on the Financial Aid Webpage. Remember to contact our office when this position has been filled so your posting may be removed. Students **MUST** complete a financial aid application (FAFSA) **YEARLY** in order to be evaluated for College Work-Study funds. Students should apply early to ensure greatest chance to be awarded College Work-Study funds.

Department: _____ **College Work-Study Hourly Wage: \$** _____

Non College Work-Study Hourly Wage: \$ _____ **(Applies if student uses all of his/her CWS eligibility, during periods of no CWS eligibility or fund availability.)**

Hours Per Week: Fall _____ Spring _____ Summer I _____ Summer II _____

Contact Person: _____ **Ext #** _____

Building/Room # _____

Student to Rehire: (If you would like to rehire a student, please indicate here; however, this does not guarantee a work-study award for the student. This section should be completed **ONLY** by those departments who are rehiring a current work-study student. Use a separate sheet for each student.) Students **MUST** apply for financial aid *early*—we recommend the student complete the FAFSA in Feb-Mar each year.

Name of Student: _____ SSN: _____

Job Description and skills requires (please be specific):

Budget Unit Head Approval

Date

FOR FAO USE ONLY: Approved Applicant: _____ SSN: _____

Approved Hrs/Wk: _____ Hourly Rate: _____ Job Posting# _____

FAO Approval

Date