



INDIANA UNIVERSITY KOKOMO

STUDENT DEVELOPMENT AND CAMPUS LIFE

Office of Career Services

Kelley Student Center 200
www.iuk.edu/career-services
carserv@iuk.edu
765-455-9301

Student Worker Job Description Form

To utilize work study funds, departments must have a job description on file with Career Services. Once your opening is filled, please notify Career Services. Your job posting will be posted on our online job board and in the Kelley Student Center.

Department: _____ Date ___/___/___

Position Title: _____

Contact Information: (How you want students to apply) _____

Type of Position:

WORK STUDY: (student must be work study eligible and they can verify this with the Office of Scholarships and Financial Aid. Before posting this type of position, you must contact the Office of Scholarships and Financial Aid to ensure there are still funds available. Your department is responsible for 25% of student's compensation)

Hourly: (For non-work study students, your department is responsible for 100% of student's compensation)

Hours: _____ Pay rate: (optional) _____

Job Description: _____

Skills or Experience Necessary: _____
