



SAN DIEGO STATE  
UNIVERSITY

## JOB DESCRIPTION

### Federal Work Study Program

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#### SECTION 1: Employer Information

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Division Name: \_\_\_\_\_ Division # \_\_\_\_\_

Division Coordinator Name: \_\_\_\_\_

Department Name: \_\_\_\_\_ Dept. ID \_\_\_\_\_

Department Contact/Supervisor: \_\_\_\_\_ Dept. Contact phone # \_\_\_\_\_

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#### SECTION 2: Job Information

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Job Title: \_\_\_\_\_

Job Number(s): \_\_\_\_\_

Pay Rate Level: ☐ Entry Level ☐ Mid Level ☐ Top Level

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**Duties/Responsibilities:** (Describe daily/periodic tasks. Indicate main responsibilities.)

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**Qualifications:** (List skills, training, or experience required or preferred that directly relate to successful performance of this job; possible academic major.)

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#### Preferred Work Hours:

Number per week: Summer \_\_\_\_\_ Academic Year \_\_\_\_\_

Times (check one) ☐ Flexible: 8:00 am – 4:30 pm, Monday – Friday

☐ Specific hours: \_\_\_\_\_