

Work-Study Job Description/Announcement Form

Please complete this form and send it to JoAnne Foster to create a work-study position and/or post a Work-study position on the website.

To revise a job posting or remove it from the website contact JoAnne Foster

JoAnne Foster Phone Extension: 3183 Email: jfoster@wcu.edu Location: 118 Killian Annex

Department Name: _____

Location: _____

Contact Person: _____

Phone: _____ Email: _____

Banner User Name: _____

JOB DESCRIPTION

Job Title: _____

Type of Work: (check all that apply)

- | | | |
|---|---|--|
| <input type="radio"/> Professional | <input type="radio"/> Clerical | <input type="radio"/> Technical |
| <input type="radio"/> Maintenance | <input type="radio"/> Custodial | <input type="radio"/> IT/Computer |
| <input type="radio"/> Sport | <input type="radio"/> Outside | <input type="radio"/> Works with Money |
| <input type="radio"/> Works with Children | <input type="radio"/> Works with Confidential Information | |

Job Competencies: (check all that apply)

- | | | |
|--------------------------------------|---|---|
| <input type="radio"/> Flexible | <input type="radio"/> Works with others | <input type="radio"/> Organized |
| <input type="radio"/> Customer focus | <input type="radio"/> Communication | <input type="radio"/> Self Motivated |
| <input type="radio"/> Dependable | <input type="radio"/> Works independently | <input type="radio"/> Able to lift # _____ lbs. |

Job Skills: (check all that apply)

- | | | |
|-----------------------------------|--|---------------------------------|
| <input type="radio"/> Typing | <input type="radio"/> Calculator | <input type="radio"/> Phone |
| <input type="radio"/> MS Word | <input type="radio"/> MS Excel | <input type="radio"/> MS Access |
| <input type="radio"/> Web Design | <input type="radio"/> Copier | <input type="radio"/> Fax |
| <input type="radio"/> Internet | <input type="radio"/> Computer Programming | <input type="radio"/> Filing |
| <input type="radio"/> Other _____ | | |

Job Duties and Responsibilities:
