**MORGAN STATE UNIVERSITY**

 **FEDERAL WORK STUDY PROGRAM**

**JOB DESCRIPTION**

**PLEASE COMPLETE THIS FORM IN ITS ENTIRETY.**

|  |  |
| --- | --- |
| **POSITION TITLE:** | **EMPLOYMENT TYPE**: |
|  |  WORKSTUDY   COMMUNITY SERVICE  TUTORIAL  |
| **NAME Of HIRING DEPARTMENT/AGENCY NAME:** |
|  |
| **PURPOSE OF THE POSITION:** |
|  |
| **POSITION DUTIES:** |
|  |
| **OFFICE EQUIPMENT SKILLS REQUIRED For POSITION:** |
|  |  |
| **QUALIFICATIONS NEEDED For POSITION:** |
|  |
| **SUPERVISORS CONTACT INFORMATION:** |
| CONTACT PERSON:  |
| LOCATION: |
| TELEPHONE NUMBER:  | FAX NUMBER:  |
| EMAIL ADDRESS: |

|  |  |
| --- | --- |
| OPENING DATE Of POSITION: | CLOSING DATE Of POSITION: |

**MORGAN STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.**

**STUDENT EMPLOYMENT OFFICE - MONTEBELLO COMPLEX A-223 - (443) 885-3141 - FAX: (443) 885-8531**