**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**