



2018-19 FWS Supervisor – Employee Request Form

Office of Financial Aid
Work-Study Program

PCCC Departmental Dean/Supervisor

* Please complete all fields *

Dean/Supervisor Contact Information:			
Name		Title	
Building/Department		Room #/Floor	
Phone Number		Email	
Back-Up Supervisor		Back-Up Title	
Back-Up Number		Back-Up Email	
Job Information:			
FWS Job Title:		Work Location:	
Dean/Supervisor Signature:			Date Requested:
<p><u>Please Select A FWS Position:</u></p> <p> <input type="checkbox"/> Athletics <input type="checkbox"/> Child Care <input type="checkbox"/> Computer/IT <input type="checkbox"/> Food Service <input type="checkbox"/> General Office <input type="checkbox"/> Labs <input type="checkbox"/> Mail/Docu/Receiving <input type="checkbox"/> Security <input type="checkbox"/> Tutor </p> <p><u>Priority Areas For Consideration:</u> In community/academic welfare, social services, public safety, recreation, youth corps, or support services for students with disabilities or mentoring activities.</p>			
<p><u>General Job Description:</u></p> 			
<p>Requesting Which? <input type="checkbox"/> New FWS Hire <input type="checkbox"/> Returning/Previous FWS</p>			
<p>Name: _____ PCC ID#: _____</p>			

(See Attach: Basic Job Responsibilities)

Revised 4/18/18

Basic Job Responsibilities vary in accordance to a department's function, however, should hold compliance with the below attributes:

- **Office Assistance:** filing, photocopying, word processing, mailing, and answering phones or perform other clerical work as required.
- **Technical Assistance:** load and update software, identify and solve assigned problems, review and update information.
- **Research Assistance:** information sources and/or responsible for the hardware.
- **Café/Bookstore:** cashier/ point of sale system, food service, record keeping, organization of supplies, clean-up, and assisting with various hospitality functions.
- **Athletics:** helps to prepare teams for games or practices and/or maintain equipment. Keep the score book, clean uniforms, etc.
- **Labs:** Assist the instructor in the lab setup and clean up, prepare lab areas and materials, helping maintain the lab stockroom and perform routine clerical work.
- **Library:** Students will assist in a variety of library tasks such as shelving books, filing, and shelving Periodicals, packing and/or unpacking books, working at the Circulation Desk, or other duties as needed.
- **Enrollment Services:** The FWS will aid in general office duties, such as filing, scanning, copying, word processing, preparing student folders, answering the phone and running errands as needed.
- **Tutor - Math/Reading Mentors:** Tutors will work with fellow student to help improve their reading and/or math skills. Tutors will work one-on-one and/or in small groups.

The work-study student-employee should be:

Computer literate, have good communication and interpersonal skills. Dependable, mature, actively responsible, organized and be able to pay attention to details. Able to maintain confidentiality, follow-through on directions and complete assigned work in a timely manner.

Maintain a professional interactive and/or telephone manner, possess respectful verbal communication with both staff and students and be aware of keeping a presentable business appearance.

***** Departments should provide training as needed. *****