**Dean/Supervisor Contact Information:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building/Department</td>
<td>Room #/Floor</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Email</td>
</tr>
<tr>
<td>Back-Up Supervisor</td>
<td>Back-Up Title</td>
</tr>
<tr>
<td>Back-Up Number</td>
<td>Back-Up Email</td>
</tr>
</tbody>
</table>

**Job Information:**

<table>
<thead>
<tr>
<th>FWS Job Title:</th>
<th>Work Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean/Supervisor Signature:</td>
<td>Date Requested:</td>
</tr>
</tbody>
</table>

**Please Select A FWS Position:**

- [ ] Athletics  
- [ ] Child Care  
- [ ] Computer/IT  
- [ ] Food Service  
- [ ] General Office  
- [ ] Labs  
- [ ] Mail/Docu/Receiving  
- [ ] Security  
- [ ] Tutor

**Priority Areas For Consideration:** In community/academic welfare, social services, public safety, recreation, youth corps, or support services for students with disabilities or mentoring activities.

**General Job Description:**

Requesting Which?  
[ ] New FWS Hire  
[ ] Returning/Previous FWS

Name: ___________________________  PCC ID#: ________________

(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. ***