

MIDWESTERN STATE UNIVERSITY
COLLEGE WORK-STUDY PROGRAM
DEPARTMENTAL JOB REQUISITION

Please complete this form for EACH job opening and *forward to the MSU Financial Aid Office*. Your job opening will be posted on the Financial Aid Webpage. Remember to contact our office when this position has been filled so your posting may be removed. Students MUST complete a financial aid application (FAFSA) YEARLY in order to be evaluated for College Work-Study funds. Students should apply early to ensure greatest chance to be awarded College Work-Study funds.

Department: _____ College Work-Study Hourly Wage: \$ _____

Non College Work-Study Hourly Wage: \$ _____ (Applies if student uses all of his/her CWS eligibility, during periods of no CWS eligibility or fund availability.)

Hours Per Week: Fall _____ Spring _____ Summer I _____ Summer II _____

Contact Person: _____ Ext # _____

Building/Room # _____

Student to Rehire: (If you would like to rehire a student, please indicate here; however, this does not guarantee a work-study award for the student. This section should be completed ONLY by those departments who are rehiring a current work-study student. Use a separate sheet for each student.) Students MUST apply for financial aid *early*—we recommend the student complete the FAFSA in Feb-Mar each year.

Name of Student: _____ SSN: _____

Job Description and skills requires (please be specific):

Budget Unit Head Approval _____ Date _____

FOR FAO USE ONLY: Approved Applicant: _____ SSN: _____

Approved Hrs/Wk: _____ Hourly Rate: _____ Job Posting# _____

FAO Approval _____ Date _____