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.

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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.)

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