Federal Work-Study Program
Job Description

Student’s Name: ______________________________________________________________

Work-Study Position Title:_______________________________________________________

**Please make sure your Archibus coordinator verify work location for work-study employees.**

- Update new hire students and separate students who are inactive in Archibus.

Does your agency/department involve services to the community? □ Yes □ No

Community service assistance improves the quality of life for community residents, particularly low-income individuals. It may also help resolve particular problems related to their needs, such as health care, child care, education, welfare, social services, housing and neighborhood improvement, public safety, crime prevention, recreation, rural development, and/or community improvement.

Brief description of the work to be performed:

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