The City University of New York
FEDERAL WORK STUDY JOB DESCRIPTION FORM

AMERICA READS/AMERICA COUNTS

(CHECK ONLY ONE)

Summer 2018 Only [ ]
Academic Year 2018/2019 Only [ ]
Summer 2018 & Academic Year 2018-2019 [ ]

Agency Name ________________________________
Agency Address ________________________________
Borough & Zip Code ________________________________
Date Submitted ________________________________
Other person(s) (at your agency) who will be familiar with the FWS

Program ________________________________
E-Mail ________________________________

Each job description is designed to provide specific information on one type or category of position available for FWS student referrals. An employer having more than one type of position available is requested to submit individual forms for each job category.

Title (or category) of Position: ________________________________
Date position begins ________________________________
Date position terminates: ________________________________
Number of such jobs available: ________________________________
Hours of work available per week: Minimum ______ Maximum ______

Children Ages for Literacy Tutoring _______ Children Ages for Math Tutoring _______

Job Description: ________________________________

Work is available during the following hours:
(Between 9:00-5:00 ________________________________
Is work available on weekends: Yes ______ No ______
Is work available on evenings: Yes ______ No ______
If yes, please specify: ________________________________

Are special skills necessary? Yes ______ No ______
If yes, please indicate: ________________________________

/ / 

Print name ________________________________
Supervisor’s signature ________________________________

Central Office Use Only Pay Rate: $13.00

FOR CENTRAL OFFICE USE ONLY
CUNYFirst Job Codes: 999________
CUNYFirst Agency/Vendor Codes
0000000 [ ]

Telephone No. ________________________________
Best Time to Call ________________________________
Location Address ________________________________
Location ________________________________
Supervisor ________________________________

E-Mail ________________________________