

WORK STUDY JOB DESCRIPTION REQUEST FORMS

Please complete the information below and email completed forms as an attachment to Lynn Coyner at lcoyner@pvcc.edu. If you have any questions or concerns, please contact Lynn Coyner at lcoyner@pvcc.edu or 434.961.5264. An example of a completed is provided on the second page. Thank you.

Job Title	
Department	
Department Location (Room #)	
Contact Person	
Contact Person's Phone #	
Contact Person's Email	
Job Description	
Job Requirements	
Job Duration	

EXAMPLE:

Job Title	Work Study / Career Services Assistant
Department	Career Services
Department Location (Room #)	Room 132
Contact Person	Andre Luck
Title of Contact Person	Employer Services Manager
Contact Person's Phone #	434.961.5231
Contact Person's Email	aluck@pvcc.edu
Job Description	A brief description and/or list of duties
Job Requirements	E.g. Experience using Microsoft Word, Excel & Publisher; excellent telephone & customer service skills
Job Duration	Fall and Spring Semesters