Work-Study Position Data Request

The Federal College Work-Study Program is a federally-funded, campus-based financial aid program with a limited number of funds for students who have documented financial need and who want to earn part of their educational expenses while attending college. Students interested in Federal Work-Study must have a current FAFSA on file in Financial Aid to determine financial need and eligibility.

Students must submit one application per position in which they are interested, along with a copy of their current class schedule. Incomplete applications will be discarded. Applications will not be kept on file once a position is filled. For more information on the Work Study Program and applying via Campus Connect for Work Study jobs, please visit www.kilgore.edu/financial_aid.asp.

1. Department or Office requesting work-study:

   Vocational Nursing @ KC - Longview

2. Number of positions available: 1

3. Date/Term student needed: Spring 2015

4. Position Title: File Clerk

Description of duties

Filing, shredding, organizing.
Confidentiality is important, will have access to all personal student files in our program — past and present.

5. Days needed:

   Monday Tuesday Wednesday Thursday Friday Saturday Sunday

   Hours Between 8am - 2:30 pm M-F (no minimum

   Preferably someone with availability: __________________________

   Number of days or hours required:

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   Sanya Moore 2-2-15

   * Signature