

Student Job Description

Name of Agency: _____

Address: _____

Contact: _____

Phone: _____

E-Mail Address: _____

Web Address: _____

Agency's Services Description: _____

Job Title: _____

Start Date: _____ Number of Openings: _____

Duration: Fall Winter Spring Summer

Hours Per Wk: _____ Hourly Rate: _____

Qualifications: _____

Duties: _____

Supervisor's Name: _____

All Federal Work-Study (FWS) approved student jobs must be entered in [Handshake](#), the UO's student job posting system. You are not required to post the job as open, but the job description must be listed so that it can be accessed for federal audit purposes.

Information about [Handshake](#) and instructions for posting jobs can be found at <https://career.uoregon.edu/postjobs>. For more information contact Career Center 541-346-3235 or at jobs@uoregon.edu.

*UO Work-Study is NOT Federal Work-Study.
UO Work-Study is NOT eligible for off-campus jobs.*

Approved: _____ **Date:** _____ **Handshake #:** _____