

WORK-STUDY

Job Title: _____

MUST BE A CSU STUDENT, ELIGIBLE FOR WORK STUDY, IN ORDER TO APPLY

Department: _____

Classification: Non-exempt (Hourly)

Location: _____

Charleston Southern University

9200 University Blvd.

Charleston, SC 29406

Supervisor Name: _____ **Supervisor Email:** _____

Alternate Supervisor: _____

Dates Employed:

Fall: August 21, 2023 – December 11, 2023

Spring: January 8, 2024 – April 30, 2024

Summer: May 6, 2024 – August 11, 2024

Purpose of position: Assist in fulfilling CSU Mission, Vision and Goals. Provide student with opportunity to receive experience related to educational or career objective. Prepare future graduate with integrity who are critical thinkers, skillful communicators and effective collaborators positioned to perform responsible roles in society.

Duties: The following duties are needed for this position and they are intended to provide students with experience related to their educational and/or career objective: _____

Rate of pay (Pay Scale Guide):

\$ _____/Hour paid on the 15th of the month following the month when the work was performed (e.g. work performed in June, is paid on July 15)

Qualifications: _____

Schedule: If offered work study employment, supervisors will coordinate work hours based on student's class schedule. Students are not permitted to work during chapel or during regularly scheduled class time (even if the class is cancelled for some reason).

Evaluation Procedures: Students will be evaluated on their work performance which includes their ability to follow instructions and to complete work without errors. Students are expected to be punctual and to contact their supervisor if they will be late or unable to come to work. Cell phones should be placed on silent while in the workplace and students should only use their cell phones in emergency situations.