

# Rhode Island College Career Development Center

600 Mount Pleasant Avenue Student Employment

Providence, RI 02908 (401) 456-8031

**OFF CAMPUS JOB DESCRIPTION FORM**

*Contact the Career Development Center with any questions*

*studentemployment@ric.edu* *or 401-456-8031*

**Date**: Click to enter a date. **Hire Semester:** [ ] Academic year [ ]  Summer

**Name of organization/agency**: Enter name of organization/agency here

**Address**: Enter address here

**Telephone**: Click to enter phone number **Fax**: Click to enter fax number.

**Email**: Click to enter email address

**Supervisor** (*or person to whom student will report*): Click to enter name.

**Interviewer** (*if different from above*): Click to enter name.

**Address/telephone** (*if different from above*): Click to enter

**Work-study agreement:** Please select the work-study agreement signed for this position:

[ ]  America Reads [ ]  America Counts [ ]  BSW off-campus [ ]  MSW off-campus

[ ]  Private Nonprofit [ ]  Public Nonprofit

**Title of position**: Click to enter position title

**Summary of work activities**: Click to enter text

**Special qualifications required** (*academic background, skills*, etc.): Click to enter required qualifications

**Beginning date**: Click to enter a date. **End date**: Click to enter a date.

See <https://tinyurl.com/preview/ric-student-payroll-sch>

**Suggested hourly rate\***: Click to enter hourly rate **Estimated weekly hours**: Click to enter weekly hours

**Days & times of employment**: Click to enter text

**Number of students needed for this category**: Click to enter text

Note: One job description sheet should be completed for each category of student position. (*e.g., one for clerical aide and one for data entry, etc.)* Requests MUST be signed by the Agency official who is authorized to enter into Federal Work-Study agreements. *Job description(s) submitted without the agency signature will not be processed.* *Digital signatures are accepted.*

\* See RIC Student Employment Form for pay grades and pay rates

# **Organization/Agency Official Signature**

Please email this form to studentemployment@ric.edu Rhode Island College Career Development Center

*\*Rhode Island College does reserve the right to final pay rate approval*.