



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.