

## Work-Study Off-Campus Employment Agreement

### Job Description

Provide a brief description of the work to be performed virtually by the student employee(s) under this Agreement. Organizations with multiple job positions available must attach separate detailed descriptions for each position.

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Qualifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Wages: Indicate the hourly rate of pay \$\_\_\_\_\_

Wages must follow the Institution's guidelines. Current hourly rates of pay for 2021/2022, valid until June 30, 2022:

Student Assistant General                      \$10.50 to \$16.50

Student Assistant Specialized                \$11.50 to \$19.50

*(Specialized ex: Research assistants, advanced technical and computer work, non-supervised work).*

Employment dates: Start: \_\_\_\_\_ End: \_\_\_\_\_

# of Hours Per Week: \_\_\_\_\_

### Institution's Approval of Job Description

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School Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_