

MIRAMAR FEDERAL WORK-STUDY
Request Form

2024-2025 ACADEMIC YEAR
Fall 2024, Spring 2025

Department	
Requestor's Name	
Department Manager/Supervisor Signature	
Job Title	W/S Administrative Assistant

Dept. Phone #	
Requestor's Ext.	
Supervisor's Ext.	
Building/Rm #	

Job Description/Responsibilities:

Requirements (if any, e.g. resume, job skills, software, 10-key):

Approximate Hours (e.g. mornings, afternoons, evenings, flexible, any, 10am to 2am):

Number of Federal Work-Study students you are interested in hiring?

Instructions: To submit a Federal Work-Study request form, please fill in all applicable areas. You may send the completed request by E-mail to the Financial Aid Office at miraaid@sdccd.edu. A hard copy may be sent as well. If requesting multiple Work Study students, either submit a request for EACH position open or indicate the number of students you would like to hire somewhere on your Request Form.