



2020/2021 Federal Work-Study Community Service Job Description & Approval Form

Name: Elizabeth Godfrey BCM ID: 189640 Total Award: \$1,000.00 (\$15.00/hr)

Employment Date – From: 08/17/2020 To: 06/05/2021

You have been awarded Federal Work-Study for the 2020-2021 Academic-Year. Please take this form to the approved Organization/Department where you will be employed and have your supervisor complete the following information:

Position Title: _____

Organization / Department Name: _____

Address: _____

Location/where Duties performed: _____

Please give a description of student’s employment duties within your organization/department. (Add attachment if necessary)

Signing here accepts that your department will supervise the student and make sure that timesheets are correct and copies are kept.

Supervisor Signature Date

Print Supervisor Name

Supervisor Location/ Address

E-mail Address

Phone Number

Student’s Signature acknowledging duties required Date

Please return to Financial Aid upon completion.
Financial Aid Office / One Baylor Plaza, N104 / 713-798-4603