

**Work-study Job Description Form  
University of the Incarnate Word**

**Department:**

**Location:**

**Supervisor:**

**Supervisor Phone:**

**Supervisor E-mail:**

**Job Title:**

**Hourly Pay Rate** *(cannot be updated mid-year):*

**How is the pay rate determined?** *(check all that apply)*

Experience

Grade Level

Other:

**Purpose/Role of the position:**

**General Length of FWS Agreement:**

Annual basis

Semester basis

**Job Description and General Duties:**

**Special Skills:**

Physical demands: work is sedentary; There is some walking, standing, bending  
occasionally carry items weighing up to 50lbs (box of paper, supplies, files, etc.)

**Community Service- Does this position perform any job duties that support the creation or execution of community service opportunities and/or events? – YES NO**

\*\*Supervisors: Please indicate if employee will be required to lift, stand for extended periods of time, wear closed shoes, uniforms, protective eyewear, etc.\*\*