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# THE UNIVERSITY OF ALABAMA

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Student Employment Services

Federal Work Study Job Vacancy Form

**Instructions:** Complete the following two-page form and send it to Student Employment Services using one of the methods listed below. Once we have received the information we will notify your contact person by email when your listing has been uploaded into our system.

- a) Intra-campus mail Box# 870162
- b) FAX to 205-348-9515

- c) Scan & Email to [workstudy@ua.edu](mailto:workstudy@ua.edu)
  - d) Deliver to 106 Student Services Center
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Banner Org #: \_\_\_\_\_

Department Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
Street City State Zip

Building Name & Room #: \_\_\_\_\_

Box # 8 7 0 \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please complete the Title Form on **PAGE 2** of this document. You may request multiple employees for a single title (Page 2, Section II) but if you require more than one title for the same department please print **PAGE 2 ONLY** of this document to complete for each additional title and attach all the forms together before turning in.

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Signature

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Date

**NOTE: Keep a copy of this form and all attachments for your records.**

**Instructions:** Please complete this page for every job title you require - you may request multiple employees for a single title (section II) but if you require more than one title please print **PAGE 2 ONLY** of this document to complete for each additional title and attach all the forms together before turning in.

**I. Please Select Only One Title\*:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Accounting Assistant                | <input type="checkbox"/> Fire Safety Assistant      | <input type="checkbox"/> Recreational Assistant               |
| <input type="checkbox"/> Athletic Trainer                    | <input type="checkbox"/> Gallery Assistant          | <input type="checkbox"/> Research Assistant                   |
| <input type="checkbox"/> Broadcasting Assistant              | <input type="checkbox"/> Garden Instructor          | <input type="checkbox"/> Scenery Studio Assistant             |
| <input type="checkbox"/> Catering Assistant                  | <input type="checkbox"/> Graphic Design Assistant   | <input type="checkbox"/> Social Services Advocate             |
| <input type="checkbox"/> Concessions & Box Office Assistant  | <input type="checkbox"/> Journalism Assistant       | <input type="checkbox"/> Starbucks Cashier                    |
| <input type="checkbox"/> Ceramic Assistant                   | <input type="checkbox"/> Kitchen Assistant          | <input type="checkbox"/> Stockroom Assistant                  |
| <input type="checkbox"/> Child Care Assistant                | <input type="checkbox"/> Lab Assistant              | <input type="checkbox"/> Supply Store Assistant               |
| <input type="checkbox"/> Classroom Support Assistant         | <input type="checkbox"/> Library Assistant          | <input type="checkbox"/> Technical/Production/Radio Assistant |
| <input type="checkbox"/> Computer Assistant                  | <input type="checkbox"/> Life Guard                 | <input type="checkbox"/> Technical & Recording Assistant      |
| <input type="checkbox"/> Conference Coordinator Assistant    | <input type="checkbox"/> Machinist Assistant        | <input type="checkbox"/> Translator Assistant                 |
| <input type="checkbox"/> Costume Shop Assistant              | <input type="checkbox"/> Manual Labor Assistant     | <input type="checkbox"/> Tutor                                |
| <input type="checkbox"/> Desk Assistant                      | <input type="checkbox"/> Municipal Court Clerk      | <input type="checkbox"/> Usher                                |
| <input type="checkbox"/> Document and Data Imaging Assistant | <input type="checkbox"/> Office Assistant           | <input type="checkbox"/> Vision Screener                      |
|  | <input type="checkbox"/> Photographic Assistant     |   |
|  | <input type="checkbox"/> Public Relations Assistant |   |

**\*If you require more than ONE title please print out PAGE 2 ONLY of this document to complete for each additional title needed**

**II. Please indicate the number of students needed for this title:\_\_\_\_\_**

**III. Please circle the schedule you would like this position to maintain:**

Days:            Yes    or    No

Nights:        Yes    or    No

Weekends:     Yes    or    No

**IV. Please list any qualifications/criteria you are looking for in an employee (3.0 GPA, specific major, etc.).**

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**V. Name of Supervisor:\_\_\_\_\_**

**VI. Supervisor Email:\_\_\_\_\_**

**VII. Do you have any additional titles you need to request?**

\_\_\_\_ No, this is the only title I am requesting            \_\_\_\_ Yes, please find the additional form(s) attached