KANSAS STATE UNIVERSITY | Office of Student Financial Assistance

# 2026-2027 Federal Work Study Position Description

**Submit securely online:**
ksu.edu/sfa/upload

**Deliver in person:**
119 Anderson Hall | 919 Mid-Campus Drive North
Manhattan, Kansas 66506-0107

Before a student employee may receive earnings subsidized by Federal Work Study, this form must be completed and submitted to the Office of Student Financial Assistance. This requirement assists the University in meeting guidelines published by the U.S. Department of Education.

Student Employee Name (Last, First, MI)

Student Employee Wildcat ID

Student Employee Job Title (e.g. Lab Tech, Peer Advisor)

Rate of Pay (e.g. $7.25/hour)

Department Name

Department Address

Supervisor Name (Last, First)

Supervisor E-Mail

Anticipated Employment Dates: (check all that apply)
☐ Fall 2026 ☐ Spring 2027 ☐ Summer 2027

General Qualifications Required for Position: ***Attachments will not be accepted.**

Description of Position Duties and Role of the Position within the Department/Unit: ***Attachments will not be accepted.**

For reporting purposes only, please indicate below if this position meets any of the three criteria listed

☐ **Community Service** – position is designed to assist in the improvement of the quality of life for community residents in such fields as rural development, community improvement, public safety, crime prevention/control, emergency preparedness/response, health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, and support services for students with disabilities.

☐ **Family Literacy Project** – position is designed to perform literacy activities as part of one or more family literacy projects that provide services to families with preschool age children or elementary school children – OR – designed to serve as a reading tutor for children who are preschool age or in elementary school.

☐ **Research** – position is designed to conduct and/or support research within an academic field of study.

Acknowledgement Statement: Subsidization of student employee's earnings with Federal Work Study funding will begin the following pay period after this form has been processed by the Office of Student Financial Assistance. Supervisor of the student employee is responsible for ensuring that the student is not working during periods of time that conflict with scheduled course instruction/exams.

Supervisor or Sponsoring Dept./Office Signature

Date