

Taft College Work Study

Supervisor's Expectations

Responsibilities/Tasks/Assignments:

- Answer phone
- Front counter assistance
- Assist students with FA applications
- Make copies
- File
- Sort mail
- Outreach
- Other duties as assigned

It is expected you will:

- Show up to work on time
- Work your scheduled hours
- Give notification if there is any deviation of set schedule
- Dress appropriately
- Maintain professionalism
- Minimalize socializing
- Keep cellphone use to a minimum
- Do not use social media and private email during work hours
- Maintain your time card daily and accurately
- Maintain Confidentiality

Your work schedule is:

Day	Morning		Afternoon		Evening		Total Hours
	From	To	From	To	From	To	
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Learning Outcomes:

- Phone etiquette
- Professionalism
- Accountability
- Responsibility
- Confidence
- Self-respect

Supervisor's Signature: _____

Date: _____

Student Worker's Signature: _____

Date: _____