

Taft College Work Study Supervisor's Expectations

Student's Name: John Smith A#: 007007007

Term: Spring 2018

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
- 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	8:00	12:00	1:00	3:00			5
Tuesday			1:00	3:30			2.5
Wednesday	8:00	12:00	1:00	3:00			5
Thursday			1:00	3:30			2.5
Friday	8:00	12:00	1:00	3:00			5
Saturday							
Sunday							

Learning Outcomes:

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

Student Worker's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Please submit a copy to the Financial Aid office