

Financial Aid Office
Confluence – Room 120
Campus Box 206
P.O. Box 173363
Denver, CO 80217
Fax: 303-556-5458
Phone: 303-556-5503
Email: financialaid@ccd.edu
Website: www.ccd.edu/finaid



WORK-STUDY POSITION DESCRIPTION (FORM MUST BE TYPED)

JOB INFORMATION

Job Title: _____

Department / Organization: _____

Reports To (Supervisor Name / Title): _____

Community College of Denver’s educational programs are designed to enrich the social, civic and economic fabric of our community, nation and the world. Ideas, innovation and the preparation of a well-trained workforce are essential to a vibrant economy. CCD provides access and opportunity for nontraditional students, workforce development and training resources for local organizations, and community partnerships that are improving high school graduation, college enrollment and career success. Submit completed form to the Work-Study Coordinator in the CCD Financial Aid Office.

I. PURPOSE/SUMMARY OF JOB:

Provide a brief outline of the intentions of this position.

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II. DUTIES AND RESPONSIBILITIES:

State the main functions of this job. Write a brief statement describing the scope of responsibilities relative to managing/directing/organizing/coordinating people, money, processes and/or resources. Include % of time per responsibility. (Attach additional sheets if necessary)

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III. QUALIFICATIONS:

Any equivalent combination of education, experience, knowledge, skills, and abilities.

Education:

Experience:

Knowledge/Skills/Abilities: