**Please return completed form to Human Resources**

PLACEHOLDER: SHORT-TERM HOURLY STAFF

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| QUANTITY | DEPARTMENT | STEP | DUTIES | BEGIN/END DATES |
|  |  |  |  |  |
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**SAMPLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3 | Dual Enrollment | V | Assists staff with obtaining and maintaining program enrollment; assist student with completing and assure accuracy and completeness of required forms and applications; help determine applicant eligibility, waivers and enroll students as appropriate; refer students to outside agencies as appropriate. Answer phone calls and emails. | 7/01/20 – 12/23/20 1/04/21 – 6/30/21 |

**Signatures Required Below:**

Supervisor Date

Supervisor (Print)

Dean/V.P. Date

Dean/V.P. (Print)