



OAKWOOD UNIVERSITY  
OFFICE OF STUDENT EMPLOYMENT

**SUPERVISORY JOB DESCRIPTION FORM**

**Supervisor's Contact Information:**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email address: \_\_\_\_\_

**Job Listing Information:**

Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ # Positions Available: \_\_\_\_\_

Work Days/Times: \_\_\_\_\_

Number of Hours Per Week: \_\_\_\_\_

Start/Finish Dates \_\_\_\_\_ Wages Per Hour: 7.25 Federal Work Study

(Number in order of preference.) Would You Prefer Students To:

\_\_\_\_ Email Resume

\_\_\_\_ Call First

\_\_\_\_ Apply in Person

Date to Open Job Listing: \_\_\_\_\_ Date to Close Job Listing: \_\_\_\_\_

Job Description:

Job Qualifications:

Visit our website at [www.oakwood.edu](http://www.oakwood.edu).

Our Internet Database Services are provided only for currently enrolled OU Students.

*Education • Excellence • Eternity*