Request for Student Workers /Work Study Job Request Form

Please send this form to the JOBShop either via interoffice mail (S114) or via e-mail to jobshop@matc.edu
Requests will be added to the Wisconsin TechConnect system

Today’s Date: 

Position is for (Circle one): FALL SUMMER SPRING

Job Title: 

Campus Location of Position: 

Supervisor Information: Name: 
Department: 
E-mail: 
Phone: 
Preferred method for student to contact you: 

Type of Work Study Position: (check applicable box) 
- Budgeted: (non-financial aid; max 19 hrs/week) 
- Federal Work Study: (Financial aid; max 16 hrs/week) * see note 

Days/Hours student worker is needed: 

Hourly Wage*: 

Job Description/ Position Duties: 

Qualifications/Skill Set Required: 

*NOTE TO HIRING SUPERVISOR: You must set the hourly wage for your Student Worker. Typically a student worker is awarded $1800.00 a semester. This is a finite amount. We ask that you evaluate the position in terms of skills required.

Entry level position: A job washing dishes, or swiping ID cards may be considered entry level and should be paid at minimum wage or $7.25 an hour.

Mid-level position: A job assisting a teacher with general office work or greeting visitors may be considered mid-level and could pay from $7.50 - $9.00 an hour.

High Level Position: A position with a high level of customer service, advanced document production, or a job that requires technical skills would be considered high-level and can pay from $8.50-$12.00 an hour.

The maximum number of hours that a student can work is 16 hours a week. The 16 hours is based on a wage of $7.25 an hour. If you choose to pay a higher hourly wage, your student worker will work less hours per week. To calculate, take the $1800.00 award and divide that by the 16 weeks of a semester, then divide by the hourly wage you plan to pay. This will let you know how many hours per week the student can work.