

**St. Cloud State University**  
**Student Employment Program - Financial Aid Office**  
Administrative Services Building, Room 106  
720 Fourth Avenue South  
St. Cloud, MN 56301  
**Phone:** (320) 308-2047/**Fax:** (320) 308-5424  
financialaid@stcloudstate.edu  
www.stcloudstate.edu/srfs

**Job Title:**

**Department/Agency:**

**Length of Position:** (e.g., Academic year, Fall or Spring only, Summer\*)

**Function/Description of the Position:** (skills and experience the student will gain from the position)

**Duties & Responsibilities:** (e.g., clerical support, customer service, grading tests, etc.)

**Minimum Qualifications to perform the duties of the position:**

(e.g., previous related experience; coursework/education; driver's license, background check; licensure, etc.)

**Work Schedule:** (e.g., weekdays; evenings; holidays; breaks; weekends; available to work 2-4 hour shifts)

**Contact Person:** (name, phone, email, office, website, etc.)

**Performance Evaluation:** (when, how, format; to be conducted at least minimum of once per year or at the end of the semester for semester only positions)

\*work study funds not available during summer