

FEDERAL WORK-STUDY JOB DESCRIPTION FORM

SECTION 1: EMPLOYER INFORMATION

Employer Name: _____ Department: _____

Contact Person: _____ Email: _____

Office Location: _____ Phone #: _____

Off-campus agencies (please check): Public agency Private, non-profit agency*

* Private, non-profit agencies must attach a copy of the Internal Revenue Service letter granting tax exempt status.

SECTION 2: JOB INFORMATION

FWS/CWS Position Title: _____ Rate of Pay (hourly): _____

Position Term(s): Fall Spring Summer Estimated hours per week*: _____

**Students are limited to 20 hours per week.*

Will the law student be supervised by an actively licensed attorney? Yes No

Job Description (please be specific): _____

Duties Performed*: _____

***Valid Work Duties:** FWS or CWS students can perform a wide range of duties; however, those duties must match those described in the Job Description form for that position, and must be law-related. FWS or CWS students may not perform duties which are political or religious in nature.

Special Skills/Qualifications Desired: _____

Will training be provided for this position? ___ Yes ___ No

I would like to recruit students through: ___ On-Campus Recruiting ___ Whittier Law Job Board

SECTION 3: Community Service Requirement

Community services are designed to improve the quality of life for community residents, particularly low income individuals or to solve particular problems related to their needs. Community service jobs may provide “direct” or “indirect” services. A law student who directly assists indigent populations through pro bono legal work “directly” provides community service. A law student who performs legal work for an organization with a non-legal community service mission provides “indirect” services. The primary component of an allowable community service job is that the services provided by the job are “open and accessible to the community and that they meet the regulatory and statutory provisions pertaining to the applicable FWS Program employment limitations and conditions.”

In order to determine if this position meets the definition of community service, please identify the population which directly benefits or is served by this job:

Please Return Completed Form to:
Office of Enrollment Management
Whittier Law School
3333 Harbor Blvd. Costa Mesa, CA 92626
F: (714) 444-0250 tmccoll@law.whittier.edu