



MIT
PUBLIC SERVICE CENTER

MIT Room W20-549, 77 Massachusetts Avenue, Cambridge, MA 02139
Phone: 617-253-8065 Fax: 617-258-9357 Email: studentworker@mit.edu

Massachusetts Institute of Technology Community Service Work-Study Job Description

Organization Information

Organization: Address: Web address: Supervisor: Supervisor's phone: Supervisor's fax: Supervisor's email:	Company billing address: Billing person: Email: Phone:
Description of organization (mission statement, impact etc.):	
Community/population being served:	
Funding: <input type="checkbox"/> Nonprofit <input type="checkbox"/> School <input type="checkbox"/> City or town government	

Job Description

Job title:	Number of openings:
Department/Office:	
Duration: __/__/__ to __/__/__	Hours per week:
Please provide a detailed description of duties and expected activities for this position:	

What skills and/or qualifications are required for the position?	
Where will the work be done? On site? Off site? Some combination? For any off-site work, how will the position be supervised?	
Hourly pay rate:	Total percent of non-Federal share of student compensation to be paid by the Agency to the Institution in accordance with Paragraph (6) of Contract:

Signature:

_____	_____
Authorized Agency Representative	Date

Position in Agency	