

Please return completed form to Human Resources

PLACEHOLDER: SHORT-TERM HOURLY STAFF

<u>QUANTITY</u>	<u>DEPARTMENT</u>	<u>STEP</u>	<u>DUTIES</u>	<u>BEGIN/END DATES</u>

SAMPLE

3	Dual Enrollment	V	Assists staff with obtaining and maintaining program enrollment; assist student with completing and assure accuracy and completeness of required forms and applications; help determine applicant eligibility, waivers and enroll students as appropriate; refer students to outside agencies as appropriate. Answer phone calls and emails.	7/01/20 – 12/23/20 1/04/21 – 6/30/21
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Signatures Required Below:

Supervisor

Date

Supervisor (Print)

Dean/V.P.

Date

Dean/V.P. (Print)