

**Kentucky Higher Education Assistance Authority
KHEAA Work-Study Program
Position Analysis**

Please complete sections 1 and 2 below whenever you have a position vacancy. Print the form and forward a copy to the Career Services Center in order to have the position vacancy advertised. Once a KWSP eligible student has been hired in the position, please complete section 3 below and re-submit the completed form to Career Services.

1. Employer's Name _____
Address _____
City _____ State _____ Zip _____
Contact Person's Name _____ Title _____
Telephone Number (____)____- _____ Fax Number (____) ____ - _____
Indicate: Private Email Address _____
 Public
 Higher Education Institution
Type of Business _____

2. Provide the following position data:
A. Position Title _____ B. Minimum Hours Required per Week _____
C. Suggested Pay Per Hour _____
D. List the minimum requirements including special job skills needed:

E. Describe the major duties/responsibilities of this job:

F. Additional Benefits: Insurance: Other:
 Life Travel
 Medical Retirement
 Dental Annual Leave
 Vision Sick Leave
 Other Please Indicate _____
 Other Please Indicate _____

3. When you have completed the hiring process for the above position, please re-submit a copy of this form to the Career Services Center for each new KWSP eligible employee that is filling the above position, with individual information provided for each student hired.
A. Student's Name _____
B. Academic Major _____
C. Actual Pay Per Hour _____ Date of Hire _____

The student will be employed under the conditions stated above and will not be utilized in work or work environments which are sectarian in nature or which involve partisan or non-partisan political activities.

WKU KHEAA Work Study Program Official Signature Employer Signature

Date Date