



Metropolitan State University of Denver Off Campus Work-Study Program Eligibility Assessment

Office of Human Resources
890 Auraria Pkwy, Ste 310
Denver, CO 80217-3362
Phone 303-605-5326

Eligibility and Need Assessment for Participation In the Federal Work Study Program

Please fill out the following information and submit it to Metropolitan State University of Denver Office of Human Resources. This form must be filled out by Off-Campus Agencies in order to ascertain eligibility to participate in the Federal Work Study Program at MSU Denver. After eligibility is established the agency must enter into a non-negotiable agreement with MSU Denver to officially participate in the program.

Agency Name: _____

Date: _____

Contact Name: _____ **E-mail:** _____

Phone Number: _____ **Fax Number:** _____

Address: _____

1. Is your organization non-profit? Yes No

2. Does your organization have any political affiliations? Yes No

3. Agency Mission Statement and Description of Clients Served:

4. Agency Funding Sources (check all that apply):

Federal State County/City Other (explain):

5. Agency's Fiscal Year: _____ to _____

6. How many student jobs may be available at your agency during:

Academic Year		Academic Year
2020-2021:	Summer 2021: _____	2021-2022: _____

7. For each student job expected to be available as indicated in #6, provide the following information, attaching a separate sheet for each position.

- I. Job Title
- II. Rate or Range of Pay per Hour
- III. Begin and End Dates
- IV. Work Schedule-Days and Hours
- V. Total Hours/ Week
- VI. Description of Duties
- VII. Qualifications and Experience (indicate preferred or required)

8. Has your agency hired MSU Denver students through the Federal Work-Study Program in the past?

Yes No

9. Additional Comments:

Please email completed form to
studentemployment@msudenver.edu for review.