Position: Academic Assistant  
Held By: FWS Students × Non-FWS Students ☐  
Hourly Rate: $8.50 per hour  
Date: Academic Year 2015-2016

<table>
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<tr>
<th>General Description:</th>
<th>Student to provide research support, assist in general course preparation, and help with other special projects. (up to 8 hours per week).</th>
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| Reports to:          | Rachel Zimmermann, Administrative Assistant to the Faculty  
| Those assisted by this position: | LTSP Faculty |
| Specific Tasks:      | 1. Scan materials for in-class and scholarly presentations  
|                      | 2. Help with library research  
|                      | 3. Help with filing and clerical duties  
|                      | 4. Prepare documents for classroom use  
|                      | 5. Manage/maintain excel spreadsheets  
|                      | 6. Other duties as assigned |

Name of FWS Employee: ____________________________

Approval Supervisor: ____________________________ Date ____________  
Approval Human Resources: ________________________ Date ____________  
Approval Financial Aid Committee: __________ Date ____________

APPROVAL FOR POSTING OF THE POSITION ____________________________ B.O./F.A.