



Office of Student Employment

50 Phelan Avenue Conlan Hall 106 · San Francisco, CA 94112 · 415-452-5669 · studentemployment@ccsf.edu

Student Employment Job Offer

_____ Date

To whom it may concern,

The Office of _____ is offering
Department

_____ a paid position
Name Student ID#

as _____ for up to 15 hours per week
Job Title & Fund type: FWS, Lab Aide, or Grant

during Fall Spring Summer _____ .
Year

As direct Supervisor, I understand employment may only begin after my student completes the Student Hiring Eligibility Process (SHEP) and is officially hired in Web4. I understand my student worker will volunteer their time and will not receive pay, if he/ she is asked to work before hired in Web4.

_____ Student Worker's Signature

_____ Print Supervisor Name

_____ Signature