



Office of Student Employment

50 Frida Kahlo Way MUB 260 · San Francisco, CA 94112 · 415-239-3541 · studentemployment@ccsf.edu

Student Employment Job Offer

Date

To whom it may concern,

The Office of _____ is offering
Department / ORGN#

_____ 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

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