



MASSACHUSETTS COLLEGE OF LIBERAL ARTS

Trust Fund Employment Job Description

Department: _____

Contact Person: _____

Job Title: _____

Work Schedule: _____

Dates of Employment (beginning): _____ (Ending): _____ GPA Requirement: _____

General Duties:

Specific responsibilities:

1.

2.

3.

4.

5.

Skills/experience required:

Trust Fund Account #: _____ Hourly Rate: _____

Date to be posted: _____ Application Deadline: _____

Signature of Requestor: _____ Date: _____

Signature of Department Head: _____ Date: _____

Approval of Vice President: _____ Date: _____

Note Policy: You **must** be a currently enrolled MCLA student in good standing to both qualify for student employment and to remain employed.