



Cooperative Education Job Description

Thank you for agreeing to become a partner with WSU's Cooperative Education program. To assist you in finding a qualified student, please complete the following job description. This description will be given to students who are interested in working with you, so please be as detailed as possible.

EMPLOYER: _____

ADDRESS: _____ ZIP: _____

CONTACT PERSON & TITLE: _____

PHONE: _____ FAX: _____

STUDENT'S POSITION TITLE: _____

LIST PRIMARY DUTIES AND RESPONSIBILITIES:

LIST REQUIRED WORK PLACE SKILLS:

WORKING CONDITIONS (Describe work environment):

HOURS PER WEEK: _____ SALARY: _____

TENTATIVE WORK SCHEDULE _____

IMMEDIATE SUPERVISOR: _____ TITLE: _____

NOTIFY YOUR CO-OP COORDINATOR OF ANY CHANGES IN JOB DESCRIPTION
PHONE: 978-3688 FAX: 978-3310 ADDRESS: 1845 Fairmount, Wichita, KS 67260-0143

NOTICE OF NONDISCRIMINATION: Wichita State University does not discriminate on the basis of race, color, national origin, sex, age, or disability. Any person having inquiries concerning this may contact the Office of Affirmative Action, Wichita State University, 1845 Fairmount, Wichita, KS 67260-0145.