



Office of Financial Aid and Scholarships
Regents Service Program
Employment Funding Proposal
2024-2025

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This form must be submitted by March 31st, 2024

SECTION 1: EMPLOYER INFORMATION

Department: _____ Contact Name: _____
Phone Number: _____ Email: _____
Address: _____
Personnel Contact: _____ Phone Number: _____
Email: _____ Fax: _____

SECTION 2: POSITION INFORMATION

Title of Position: _____
Number of Undergraduate Positions Requested: _____ Number of Graduate Positions Requested: _____
Is the position related to K-12 Literacy Programs? Yes N
Position's Direct Supervisor Name: _____ Email: _____
Direct Supervisor Title: _____
Location where work will be performed: _____
Indicate the duration of the program: Fa 2024 S g 2024 Academic Year

SECTION 3: POSITION DESCRIPTION AND REQUIREMENTS

1. List the four primary tasks and responsibility to be performed, then indicate the percentage of each.

Task/responsibility #1: _____ Percentage: _____

Task/responsibility #2: _____ Percentage: _____

Task/responsibility #3: _____ Percentage: _____

Task/responsibility #4: _____ Percentage: _____



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SECTION 3: POSITION DESCRIPTION AND REQUIREMENTS (Continued)

2. Required Skills/Qualifications:

3. Preferred Academic Major:

4. Coursework or degree pre-requisites:



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SECTION 4: ASSESSMENT

In the space provided, list and explain 3-5 specific measures you will use to assess the impact your program has had for the student employee and the population served (Reference numbers 5 and 6 above).

Note: Annual reports must include a summary of assessment results.

SECTION 5: BUDGET

Minimum annual dollar amount needed to implement program:

Maximum annual dollar amount needed to implement program:

Specific items/amounts included in budget:

SECTION 6: CERTIFICATION

I certify that the information provided above is accurate and complete to the best of my knowledge and belief, and that the information is true and correct.

Employer's Signature:

Date:

Submit Proposals To:

Ashley Salisbury

E-Mail: asalisbu@edc.edu

Campus Mail: Mail Stop 0076

Fax: (775) 784-1025

Contact Information

Ashley Salisbury

Email: asalisbu@edc.edu

Fax: (775) 784-1025