

**2019-2020 FEDERAL WORK-STUDY**  
**Student Request Form**

Please complete all applicable fields. Please Type or Print Neatly.

COM OMM 03/29/19  
Department Date

# of Students Needed 1-2 # of hours per week each student 1-6 # of weeks per year each student flexible

Department Comments: \_\_\_\_\_

This is to certify that the above named office would like to participate in the Touro University Federal Work-Study Program (FWS). If this is a new position, you will need to complete a job description form. Hours of employment and specific duties are to be determined between the direct supervisor and the student. Students may not work during scheduled class hours. The supervisor will be responsible for interviewing potential candidates. Candidates selected are to be referred to the Financial Aid Department to complete the appropriate FWS paperwork. In the event that a student cannot report for work as instructed or no longer wishes employment, he/she must alert the direct supervisor and the Office of Financial Aid. It is the supervisor's joint responsibility with the student worker to ensure timesheets are submitted by Touro University payroll dates and that the student does not work more than their allowed hours.

**Request Type:**

**New/Change Position** (must complete Job Description)  **Renewal/No Changes**

Student's Job Title: OMM Research Assistant

Primary Supervisor: Victor Nuño, D.O. Phone: 707-638-5257

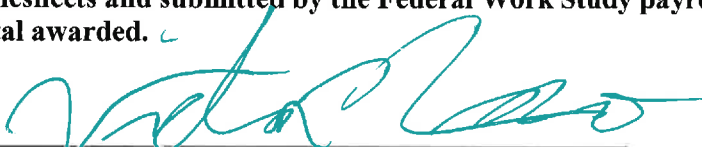
Primary Supervisor Email: victor.nuno@tu.edu

Alternative Supervisor: Melissa Pearce, D.O. Phone: 707-638-5207

Alternative Supervisor Email: melissa.pearce@tu.edu

**CONTRACT**

I work in the location where the student works and work directly with the student. I understand that the student must notify me as Supervisor of any change in schedule and of all absences that impact the work schedule. **The student and his/her work-study supervisor share the responsibility for accuracy of timesheets and submitted by the Federal Work Study payroll dates and keeping hours within the total awarded.**

  
SUPERVISOR'S SIGNATURE

03/29/19  
DATE

**Financial Aid Use:** Total Annual Expected expenditure for this position. \$ \_\_\_\_\_

Are all prior year positions for this supervisor completed at this time? \_\_\_ Yes \_\_\_ No

Remaining position titles from 17/18 \_\_\_\_\_

## Position Details: OMM Research Assistant

Description of Duties and Responsibilities as they relate to the purpose/role of the position	The student will assist the OMM department with ongoing research projects including patient recruitment, draft revision, article research, and other miscellaneous tasks.
Job Qualifications and Experience	Need not have experience with research, but should have an interest in osteopathic research. Federal Work Study eligible undergraduate/graduate students attending Touro College.
Organization/Location Name	Touro COM OMM Department
Organization/Location Address	1310 Club Drive, Vallejo, CA 94592
Department	OMM
Length of Student Employment Desired	Summer, Fall, and Spring
Position work hours	Flexible according to student schedule and departmental need. Not to exceed 30 hours per week in the summer and 20 hours per week in the fall and spring
Number of Positions	1-2
Rate of pay	\$15 per hour
Supervisor's Name, Phone Number and Email	Victor Nuño, D.O., 707-638-5257, victor.nuno@tu.edu
Alternate Supervisor's Name, Phone Number and Email	Melissa Pearce, D.O., 707-638-5207, Melissa.pearce@tu.edu