



## University of Colorado at Boulder

### Office of Financial Aid/Student Employment

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Regent Administrative Center, Room 205  
77 UCB  
Boulder, Colorado 80309-0077  
www.colorado.edu/finaid  
(303) 492-7349  
FAX (303) 492-4544  
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TO: Off-Campus Work-Study Employers

FROM: Student Employment Office

DATE: May 12, 2008

RE: Work-Study Recruitment Mailing Opportunities

Each year, the Student Employment Office prepares a mailing to all freshmen/transfer students who have been awarded work-study for the upcoming academic year. The purpose of the mailing is to assist students in locating a work-study job. Students are encouraged to respond by mail to the participating employers. The student is also sent a form to provide employers with personal information such as work experience, contact information, etc. The student is instructed to return this form directly to the agency of his/her choice. Last year, this mailing was sent to approximately 1100 students.

If your agency wishes to advertise a work-study position in the Freshman/Transfer Student Mailing, we ask that you complete and return the attached job description form to us no later than **July 7, 2008**. Once the form is completed, return it to us by the deadline date at the above address or fax it to us at (303) 492-4544.

If you have any questions please contact Brenda Duran at (303) 492-3548.