



# Office of Student Employment

50 Phelan Avenue MUB 105 • San Francisco, CA 94112 • 415-452-5669 • [studentemployment@ccsf.edu](mailto:studentemployment@ccsf.edu)

## Student Employment Job Offer

\_\_\_\_\_  
Date

To whom it may concern,

The Office of \_\_\_\_\_ is offering  
Department Name

\_\_\_\_\_ a paid position  
First and Last Name CCSF Student ID#

as \_\_\_\_\_ for up to 15 hours per week  
Job Title

during  Spring  Summer  Fall \_\_\_\_\_ .  
Year

As the direct Supervisor, I understand employment may only begin after the student completes the Student Hiring Eligibility Process (SHEP).

Sincerely,

\_\_\_\_\_  
Print Supervisor Name

\_\_\_\_\_  
Signature