

FWS Position Announcement Instructions

Departments and colleges must complete and submit this form to the Financial Aid Office each April in order to recruit federal work-study student workers at the annual Job Fair. One **Position Announcement** form should be submitted for each different type of position within your department. If you are hiring more than one student for the same position, only one form is necessary.

Filling out the form

- Complete the form by providing information about your department, describing the position, qualifications, and training opportunities may be offered by your department.
- The duties listed on the Position Announcement should describe the position, not the individual to be employed.
- The Classification Level/Pay Rate must be commensurate with the job duties according to the university's Student Assistant/Work-Study Salary Schedule.
- Be sure to indicate the work hours and number of positions available in your department.

Submitting the form

- Submit the completed Job Announcement to:

Financial Aid Office, BH-123
Attention: Federal Work-Study Coordinator

Approval Process

The Office of Financial Aid will review the position announcement, classification level, and pay rate and will assign a job number for each position. A copy of the reviewed position announcement form will be returned to the employing department prior to the annual Job Fair.

