

Creating a Job Listing and Position for the Federal Work-Study Program

Federal Work-Study (FWS) is the only form of student employment currently offered on campus at Holy Family University. If you would like to explore creating a new FWS position in your department, please follow these steps.

1. Peruse <https://www.holyfamily.edu/admissions-aid/financial-aid/federal-work-study-program> to see what kinds of other jobs have been listed and to see models of job descriptions.
2. Download the “Position Description Form” (MS Word) from <https://www.holyfamily.edu/admissions-aid/financial-aid/federal-work-study-program>
3. Complete and submit the signed form via email to work-study@holyfamily.edu
4. Once your department is approved to participate in hiring student employees under the FWS Program, please follow hiring instructions under “Hiring Under FWS – Currently Active Positions.”