

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

2017-2018

Federal Work-Study 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 www.holyfamily.edu/fws-job-listings 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 www.holyfamily.edu/finaid/employment-programs
3. Complete and submit a signed form to S. Maria Sophia Gerlach, Financial Aid Office, HFH 203 for review.
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.”