

How to Create a Position Description for Your Federal Work-Study Workers

1. Review Federal Requirements & Wage Grid

According to Federal Law, each FWS position should have a job description that includes all of the following:

- Name of the position and classification of the position (e.g. reading tutor 1, library technician 2, graphic designer 3, etc.)
- Name and address of the student's employer
- Department or office in which the student will be employed
- The location where the student will perform his/her duties
- Name of the student's supervisor
- Purpose or role of the position within the organization
- Duties and responsibilities associated with the position and how they relate to the purpose or role
- Rates of pay for the position ([see Wage Grid](#))
- General qualifications for the position and the specific qualifications for the various levels or rates of pay associated with the position
- Length of the student's employment (beginning and ending dates)
- Procedures for determining a student's rate of pay when a position has multiple rates
- Evaluation procedures and schedules

2. Create a List of Duties, Responsibilities, Qualifications, & Skills

Next, think through and list out all the duties and responsibilities the position might include and the relevant qualifications and skills required to perform them. Be sure to be specific with your position description including the job title, summary, duties and responsibilities, and required or preferred qualifications and skills.

3. Draft your Position Description & Determining the Position Level/Rate:

Create a draft of your position description. Once you have drafted your position description use the [Wage Grid](#) to determine the level required for the position you have drafted. Financial Aid has created the Wage Grid to assist in determining the job duties, corresponding pay rate, and the approximate number of hours the FWS worker would be able to work (based on 32 weeks in an academic year and an annual award of \$2,500). In determining an appropriate level/rate, you must consider the following:

- The skills needed to perform the job
- How much persons with those skills are paid in the local area for doing the same type of job
- Rates the school would normally pay similar non-FWS employees
- Any applicable federal, state, or local laws that require a specific wage rate

As noted in the wage grid, there should be more duties, responsibilities, qualifications, and skills required as the job level increases. Level 3 and 4 jobs specifically state that there is little supervision required.

FWS employers must pay students at least the federal minimum wage in effect at the time of employment. If a state or local law requires a higher minimum wage, the school must pay the FWS student that higher wage. You may not count fringe benefits as part of the wage rate and may not pay a student commissions or fees.

If a student's skill level depends on his or her academic advancement, the school may pay a student on that basis. For example, a junior or third-year lab student may be paid a higher rate than a sophomore or second-year lab student. However, in most cases, students performing jobs comparable to those of other employees should be paid comparable wages, whether the other employees are students at different class levels or are regular employees.

4. Identify an appropriate work study supervisor and post the position in Handshake

Once the position description is created, you must identify the appropriate staff member who will serve as the work study supervisor for this position. Work study supervisors are responsible for reading and understanding all communications sent by the Office of Financial Aid, Payroll Office, and Human Resources and following all rules and regulations set forth by the above-named offices, posting and maintaining job postings on Handshake by the required deadline on an annual basis, hiring and supporting students who are hired to be a work study student in your office and monitoring and approving student's hours.

If the staff member is already a work study supervisor and has access to Handshake, they can [post the new position on Handshake](#).

If the staff member is not already set up as a work study supervisor, they will need to submit the [Supervisor Rights and Responsibilities Form](#). The staff member requesting to be a work study supervisor will receive an email in 3 - 5 business days from the Office of Financial Aid confirming they are set up as a supervisor in our database as well as an email from the Center for Career and Professional Development with instructions to set up their supervisor account in Handshake. Once the supervisor is set up in Handshake, they can [post the new position on Handshake](#).

Tips & Suggestions

- Create a position description for each level (I - IV) of that position in case you later require someone in a higher or lower role.
- Remember, you are not required to advance a student to a higher level in a future year if they do not meet your created job descriptions.