



Federal Work-Study (FWS) Off-Campus Employer Guide 2009 -2010

Students at Virginia Commonwealth University who receive Federal Work-Study (FWS) have the opportunity to work in nonprofit and governmental agencies; agencies only pay 25% of the hourly rate to hire VCU FWS students.

Students typically seek these positions at the beginning of the school year, so agencies are encouraged to complete their paperwork and post the positions by early-August for the beginning of the academic year. Students can also be hired during the spring semester.

Agencies must complete an agency agreement with the University, and adhere to FWS guidelines. Here are the steps:

Approval

- Complete the **Off-Campus Agreement**, found on the VCU Office of Financial Aid web site at <http://www.enrollment.vcu.edu/financialaid/programs/employment.html>
- The **Off-Campus Agreement** must be submitted to the VCU Financial Aid Office, and then approved, before an off-campus FWS job can be posted.
- Once the agreement is approved by the VCU Office of Financial Aid, the employer's information is submitted to the VCU University Career Center.
- A user name and password is generated to allow access to the Federal Work-Study Job Posting Database. The University Career Center contacts the employer with log in instructions.

Posting Your Position

- After receiving log-in instructions go to [The University Career Center Federal Work-Study Job Posting](#) database and enter log-in information. An **Employer User Guide** is available on the **"Create a Job"** page once the employer gains access to the system.
- Employers may also access the job posting database from this [University Career Center Link](#) .

Interviewing and Hiring Candidates

- Interview your candidates. Only students with FWS awards will be able to get into the FWS Database, but you should also request that they bring a copy of their E-Services Financial Aid Award Notification to verify their FWS award).
- Once a candidate is chosen and they accept the job offer, submit the **Eligibility and Authorization Form** to the VCU Office of Financial Aid for the candidate(s) you would like to hire (this can be faxed to 828-6395). Form available at: <http://www.enrollment.vcu.edu/financialaid/programs/employment.html>

- An email will be sent to the student (within 24-48 hours of receipt of the Eligibility and Authorization form) to make an appointment at the Office of Financial Aid to complete the necessary hiring paper work. The employer will be copied on this email.
- Once all hiring paperwork is completed, the **Eligibility and Authorization** form will be faxed back to the organization with the award amount listed. The student can then begin working.

Closing Your Position

- Once the position has been filled, sign into the University Career Center FWS Database and **archive** the job posting from the University Career Center FWS Database (see Employer User Guide).

**If there is any additional hiring paperwork required for your organization, it is up to you to decide when you would like the student to complete it.*

For questions regarding the employer approval and student hiring process, contact Denetta Coles at 828-6342 or drcoles@vcu.edu.

For questions regarding the job posting database, contact Alicia Aroche at 827-3686 or workstudy@vcu.edu

VCU is an Equal Opportunity/Affirmative Action university

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- University Career Center • P.O. Box 842007 • Richmond, VA 23284-2007 • (804) 828-1645 • work-study@vcu.edu