



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

Students at Virginia Commonwealth University who receive Federal Work-Study (FWS) have the opportunity to work with on-campus departments, nonprofit and governmental agencies. Currently, organizations 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/VCU departments are encouraged to post the positions by early-August for the beginning of the academic year. Students can also be hired during spring semester.

Here are the steps:

Posting Your Position

- Use your VCU e-ID and password to gain access to [The University Career Center Federal Work-Study Job Posting](#) database. 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 on-line **Hire Request Form** to the VCU Office of Financial Aid for the candidate(s) you would like to hire. The form is available at http://www.vcu.edu/enroll/finaid/forms/fws_hire_req2003-04.html
- The Hire Request Form will initiate the VCU hiring process according HR guidelines.
- Departments are responsible for ensuring that each FWS student hired has completed all VCU HR paperwork before the student begins 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).

For questions regarding financial aid and the 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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