Here are some tips for a job posting for Federal Work Study (FWS). Each FWS position should have a job description that includes the following:

- Name of the position
- Classification of the position (e.g., reading tutor, lab assistant, library tech, research assist, etc)
- Name and location of the hiring department, where the student would be working
- Name of the student’s supervisor
- Duties and responsibilities associated with the position and how they relate to the purpose/role
- Rate of pay ($15 per hour for all work study positions)
- General qualifications for the position
- Number of positions available
- Must have a statement saying: Must be eligible for and awarded work study funding

For examples of current job postings, please look on our Work Study web page at: http://students.uthscsa.edu/financialaid/2013/03/federal-work-study/

Then email the job posting in Word format to Camille Garcia at garciacc@uthscsa.edu