# Federal Work Study

## JOB DESCRIPTION REQUIREMENTS

The following are required for the job description for a position to be considered for FWS funding. Employers are responsible to maintain and update job descriptions. Job descriptions should also be written to facilitate being entered into the TechConnect format. Forms can be requested from CEC at the Gateway room A1003.

- Name of the position
- Classification of the position if applicable (e.g., reading tutor 1, reading tutor 2, laboratory assistant, library technician 1 or 2, etc.)
- Name and address of the student’s employer
- Department or office in which the student will be employed
- Location where the student will perform his/her duties (Truax/Downtown/Off Campus, etc.)
- Number of positions being filled
- Name of the student’s supervisor
- Purpose/role of the position within the organization
- Duties and responsibilities associated with the position
General qualifications for the position


Applicability of position, skills and experience to students’ programs of study
(Please indicate within this a preferred program of study)


Rates of pay for the position (All On Campus FWS and Student Help positions currently pay $9.10/hr. and a $.20 shift differential for hours before 7am/after 5pm or hours worked on a weekend) If the FWS position is Off Campus - please list hourly rate below.

Hours per week during regular work periods (The current standard is no more than 19 hours per week during class sessions.)


Hours per week during winter/spring break periods (The current standard is to allow up to 40 hours per week when classes are not in session.)


The length of the student’s employment (beginning and ending dates or academic terms) – Please indicate Academic Year; Fall Only; Spring Only or Specific beginning and end dates.

Academic Year _____ Fall Only _____ Spring Only _____
Beginning Date __________ to Ending Date __________

Procedures for conversion to Student Help or termination upon utilization/exhaustion of FWS Funds. (Please indicate if conversion to Student Help will take place or if position will end when FWS is utilized or exhausted.)


Procedures for determining a student’s rate of pay when a position has multiple rates – This currently does not apply to FWS positions with Madison College.

Evaluation procedures and schedules

Job descriptions missing these items may not be considered for FWS funding.

Employers are expected to adhere to any city, county, state and/or federal regulations/ordinances as it relates to the recruitment, hiring and employment of students. Madison College provides equal opportunity in education and employment. Any questions or concerns, please bring them to the Human Resources immediately.

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