Employers are responsible for writing a position description for each position in which they want to hire an FWS student(s) that follows the FWS Program format listed below. **Each position description is to be included either e-mailed with the FWS Counselor or provided in CHRS Recruiting by uploading the PD to the Documents tab for cataloging**.

Before a job post can be advertised or before a student can be hired in that job it must go through a review process conducted by the Office of Financial Aid. Through this procedure, the Office of Financial Aid ensures each position description/requisition meets Federal regulatory and statutory conditions and that it’s following the FWS format. The job post/appointment request will be reviewed for eligibility within three to five business days of submission, but can only be approved once an FWS job description is provided.

Creating a thorough, attractive, and informative job description is critical to attracting qualified FWS job applicants. The job description is the first and sometimes the only piece of information a student has to determine whether your position is within their interests and qualifications. Therefore, it is essential to provide the most thorough and attractive job posting possible.

If you have a CHRS support question, contact CSUF Human Resources at:

* Student Assistant Employment: [studentemployment@fullerton.edu](mailto:studentemployment@fullerton.edu)
* Unit 11 Employment (ISA, TA, GA): [academichr@fullerton.edu](mailto:academichr@fullerton.edu)

For FWS Job approval support, contact **Alicia Zavala** at the Office of Financial Aid at: alzavala@fullerton.edu

**Position Description Template for FWS Student Employee Job Post on CHRS Recruiting**

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| **CSU Working Title** | Descriptive of work to be performed [Example: Office of Financial Aid Front Desk Student Assistant]. **If using CHRS Recruiting, this field must match the Working Title within the requisition.** |
| **Classification** | Indicate whether this is a Student Assistant, Instructional Student Assistant, or Graduate Assistant position. |
| **Salary** | Please note, that the California Minimum Wage is $15.50 per hour as of 1/1/2023. |
| **CSUF Department and Dept.#** | Department name and sub-program name if applicable . |
| **Office Location (the school, public agency, nonprofit organization, etc.)** | Detail of the employment location. Building and Room number (I.E., UH 146). |
| **Office Contact Name & Phone Number** | The person processing the hire. Will be contacted if there are any questions or issues. |
| **Lead for the student (Optional) - Name and Contact** | Staff who will be monitoring this student worker in their day to day. |
| **Reports to Supervisor - Name and Contact** | The supervisor that approves time entry for this student (MPP or Department Chair). |
| **Length of Employment** | Describe the timeframe of employment. Is this an Academic Year position, or for a semester only? Example: Academic Year – July 2023-May 2024, or Semester Only – Fall 2023 or Spring 2024. |
| **\*\*\*Evaluation Procedure** | Describe how and when a student will be evaluated. This is a requirement of all FWS students. |

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| **Position Summary and Purpose of the Role within the Organization** (entered on the *Job Summary/Basic Function* section of the requisition):  Describe how the FWS position will support the department's mission.  Example: Students will assist and participate in the dissemination of financial aid information to CSUF students, faculty & the general public about financial aid programs and processes. |

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| **Duties and responsibilities associated with the position and how they relate to the purpose or role** (entered on the Job Summary/Basic Function section of the requisition**):**  Summary role of position list primary responsibilities and expectations of employee and responsibilities associated with the position.  Example: We are seeking a student worker who is neat and is punctual for work. This individual will perform a range of office support assignments while being exposed to new methods, processes, and procedures. |

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| **General qualifications for the position and the specific qualifications** (entered on the Minimum, Required, and Preferred Qualifications section of the requisition):  Describe the general qualifications for the position and the specific qualifications for the various levels/rates of pay associated with the position, such as education, experience, and skills required.  Example: An energetic and dedicated student worker who has good oral and written communication skills to greet and direct students and visitors. Must be customer service-oriented. Follow office standards, including appropriate dress. Ability to work with diverse population of students/parents and staff, in person, over the phone, and through email. Ability to work with and maintain confidential information. |

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| **\*\*\*Brief Summary of Department and/or Program** (entered on the *Job Summary/Basic Function* section of the requisition):  Please provide a department and/or program mission statement or summary of the department or program's role within CSUF. |