



Office of Student Financial Aid
 4400 University Drive, MS 3B5, Fairfax, Virginia 22030
 Fax: 703-993-2350

2021-22 FEDERAL WORK-STUDY ON-CAMPUS JOB DESCRIPTION FORM

Please complete this form in its entirety. All items with an asterisk (*) must be completed. In accordance with federal regulations, all items in blue must be included in the posting viewed by the applicants. Items in gray are for informational purposes for the Office of Student Financial Aid. This form must be submitted to the FWS Coordinator prior to it being posted on Handshake. Forms for OSCAR Research Assistants must be submitted by emailing to oscarfws@gmu.edu.

*Name of Organization/Department:	
*Building On-Campus:	
*Room #, Mail Stop:	
*Handshake Account Holder:	Name & Title: OSCAR GMU: Office of Student Scholarship, Creative Activities, and Research Phone Ext: 3-3794 Email: oscarfws@gmu.edu
*Student Supervisor (if different then above):	Name & Title: Phone Ext: Email:
*Student's Position Title:	
Classification of Position (e.g., lab assistant 1, or 2 etc.)	OSCAR Research Assistant
*Position Number (WCXXXX)	WC8917
*Job Purpose and Description:	

For FWS Office Only:

 Date Received

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*Required Skills:	
*Rate of Pay per Hour:	\$12.00
*Number of Hours per Week : (Not to exceed 20 hours per week while classes are in session; 29 hours per week during school breaks)	
*Days/Times: (if know otherwise flexible)	
*Begin Date:	
*End Date:	
Procedures for determining a student's rate of pay when position has multiple rates:	N/A (Pay for Federal Work-Study positions are determined by the Office of Student Financial Aid and are currently set at \$12.00)
*Please check all that apply:	<input type="checkbox"/> Cover Letter <input type="checkbox"/> Resume <input type="checkbox"/> References <input type="checkbox"/> Writing Sample <input type="checkbox"/> Job Availability Form <input type="checkbox"/> Other _____

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Date Received

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