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, 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
- Unit 11 Employment (ISA, TA, GA): academichr@fullerton.edu

For FWS Job approval support, contact Daisy Del Cid Sanchez at the Office of Financial Aid at:
fws@fullerton.edu

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

CSU Working Title	
CHRS Requisition number	
Classification	
Salary	
CSUF Department	
Office Location (the school, public agency, nonprofit organization, etc.)	
Office Contact Name & Phone Number	
Lead for the student (Optional) - Name and Contact	
Reports to Supervisor - Name and Contact	

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Length of Employment	
***Evaluation Procedure	

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.

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.

***Brief Summary of Department and/or Program (entered on the Advertisement Summary): Please provide a department and/or program mission statement or summary of the department or program's role within CSUF.

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