



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](mailto:oscarfws@gmu.edu).

*Name of Organization/Department:							
*Building On-Campus:							
*Room #, Mail Stop:							
*Handshake Account Holder:	<table border="1"> <tr> <td style="background-color: #e6f2ff;">Name &amp; Title:</td> <td>OSCAR GMU: Office of Student Scholarship, Creative Activities, and Research</td> </tr> <tr> <td style="background-color: #e6f2ff;">Phone Ext:</td> <td>3-3794</td> </tr> <tr> <td style="background-color: #e6f2ff;">Email:</td> <td><a href="mailto:oscarfws@gmu.edu">oscarfws@gmu.edu</a></td> </tr> </table>	Name & Title:	OSCAR GMU: Office of Student Scholarship, Creative Activities, and Research	Phone Ext:	3-3794	Email:	<a href="mailto:oscarfws@gmu.edu">oscarfws@gmu.edu</a>
Name & Title:	OSCAR GMU: Office of Student Scholarship, Creative Activities, and Research						
Phone Ext:	3-3794						
Email:	<a href="mailto:oscarfws@gmu.edu">oscarfws@gmu.edu</a>						
*Student Supervisor (if different then above):	<table border="1"> <tr> <td style="background-color: #e6f2ff;">Name &amp; Title:</td> <td></td> </tr> <tr> <td style="background-color: #e6f2ff;">Phone Ext:</td> <td></td> </tr> <tr> <td style="background-color: #e6f2ff;">Email:</td> <td></td> </tr> </table>	Name & Title:		Phone Ext:		Email:	
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

\_\_\_\_\_  
Handshake Job #

\_\_\_\_\_  
Reviewed By

*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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