

## **STEPS TO OBTAINING A STUDENT EMPLOYEE 2011-2012 SCHOOL YEAR**

- The only form of campus employment for students is through the Federal Work-Study Program (FWS). Students are awarded FWS as part of their financial aid package based on the information supplied on their financial aid application.
- If you are interested in employing a student that is eligible for FWS, please continue reading below. If you have a particular student that you would like to employ, but they are not eligible for FWS, please contact your supervisor or the Human Resources department to determine employment eligibility.

FWS eligible students:

Returning students may apply to the departments they worked last year and it will be the supervisor's discretion if they would like to employ the student again.

If your department did not have a student employee last year and would be able to utilize one, please complete the "Holy Family University Federal Work-Study Position Description Form" and return it to the Financial Aid Office. We will then add it to our "2011-2012 FWS Job Listing", which is located at [www.holyfamily.edu/finaid](http://www.holyfamily.edu/finaid), click on "Student Employment".

Eligible FWS students will receive a "Federal Work-Study Contract". It will contain the number of hours the student is awarded and sections to be completed by both the supervisor and student upon hiring. Once the student returns the contract and any other required employment forms (I-9, Workmen's Compensation and W-4) to the Financial Aid Office, a confirmation email will be sent to both the supervisor and student authorizing the student to begin working.

There isn't a requirement that students must utilize their FWS award. FWS eligible students are paid for the hours they work and are not required to complete the number of awarded hours. Please refer to the "FWS Important Reminders" for additional information.

If you have any questions, please feel free to contact Jackie Prendergast in the Financial Aid Office at ext. 3538, or the Financial Aid Office at 267-341-3233.