

Federal Work-Study Program Creating a Job Listing and Position

Federal Work-Study (FWS) is the only form of student employment currently offered on campus at Holy Family University. If you would like to explore creating a new FWS position in your department, please follow these steps.

1. Peruse [Federal Work Study Program](#) to see what kinds of other jobs have been listed and to see models of job descriptions.
2. Complete (form fill) the “Job Description Form” from [FWS Program Information](#)
3. Submit the signed form via email to work-study@holyfamily.edu
4. Once your department is approved to participate in hiring student employees under the FWS Program, please follow hiring instructions under [“Hiring Students Under FWS – Currently Listed Positions.”](#)