



Federal Work-Study Off Campus Community Service Job Description Form

Agency Name: _____

Agency Contact: _____

Please provide a brief description of your agency or mission to include on job posts:

Job Title: _____

Number of Openings: _____ Hours Per Week: _____ Work Schedule: _____

Position Location (check one): On Site Remote Hybrid

Worksite Address (if on site): _____

Supervisor Name: _____

Phone Number: _____ Email Address: _____

Job Description:

Desired skills, qualifications, and experience:

Additional Requirements (Examples: Agency specific background check, drug screen, vaccines; resume, portfolio; reliable home internet, transportation...):

Suggested minimum hourly rate: _____

The FWS Office is tasked with assigning target hiring ranges to all FWS positions. Your contextual pay rate suggestion will be taken into consideration when the range is assigned. While our office assigns the ranges, you will be choosing the hourly rate upon hire.