

## Community-Based Federal Work Study Program Position Description

---

The following is a list of the preferred components for Student Employment/Work-Study position descriptions. Including the following categories will expedite enrollment in the Community-Based Federal Work-Study Program and will correspond directly with the required text fields within the recruitment database, RamblerLink. There are other components for posting in the database however these components are needed to get your Contract/Agreement approved.

Please submit a position description, in Microsoft Word, for EACH work-study position you plan to recruit from Loyola. At least ONE position description must be submitted with the Contract/Agreement to be enrolled in the Community-Based Federal Work-Study program.

---

1. Employer Name
2. Position Title
3. Position Description: This should be 1 paragraph that includes the following elements:
  - a. The basic work of the position
  - b. The mission of your organization
  - c. A reference to who the student may be working with (eg. Office staff, elementary students, senior citizens, etc.)
  - d. Whether foreign language skills might be helpful
  - e. Which type of public transportation is near the work site
  - f. Whether or not there is training
  - g. Whether a back ground check, drug test, etc. is required (NOTE: Federal Work-Study students cannot be asked to pay for tests or any other job application component.)
  - h. Articulate 2-3 skills the student will gain as a result of working in this position
4. Job Duration: This is a good place to discuss the target start date and whether this position will be for one semester or the entire academic year.
5. Qualifications: This is the place to describe the skills that are needed and/or required for this position. This is also an appropriate place to articulate if you prefer a student who can commit to working for the entire semester or academic year.
6. Salary Level: (This is the hourly wage of at least the Federal Minimum Wage of \$8.25/hour.)

---

Student Employment  
The Center for Experiential Learning  
Loyola University Chicago  
Sullivan Center, Suite 295

**Phone:** 773.508.3366  
**E-mail:** [experiential@LUC.edu](mailto:experiential@LUC.edu)



*Preparing people to lead extraordinary lives*