

# How to Post Vacancies

An approved job description must be on file for each vacant position in order for the position to be included on the work study job list. In order to hire a work-study student, the specific department must have an approved job description form and job vacancy form on file with Student Financial Services. Supervisors are welcome to recruit students by posting vacancies within their departments. Once SFS have met the allocation of funding for the academic year openings will be closed. Positions not filled will remain on file and funding will be evaluated at the end of each term to see if any new positions can be added.

*Please note:* Terminations either by student or supervisors do not qualify to be immediately replaced; however, the supervisor can request to add their name to the bottom of the list for available positions to fill.

What makes a well-crafted job description?

- It is concise.
- It has sufficient detail to communicate a clear understanding of the duties, tasks, and qualifications.
- It has a short, descriptive job title. Decide on the title last so you can see the full range of job content that is involved first.
- It concludes with a list of duties or something like, "performs any other duties as required." This brings with it the responsibility to be reasonable in what you require, but it affords a useful flexibility if you happen to be dealing with a student employee who wants to be totally literal about what she/he signed on to do!

## **PRE-EMPLOYMENT INTERVIEW**

Supervisors should confirm a student's eligibility with [Karen Roland](#) before attempting to interview. The supervisor should conduct the interview in such a manner as to determine the student's suitability for the position. It is the supervisor's decision whether to hire the student. The supervisor will need to retain all contact information.

## **HIRING**

Upon successfully hiring a student applicant, email [Karen Roland](#) with the student's name and ID, then send the student to Student Financial Services to complete required paperwork for payroll. Once the Work-Study Personnel Action Form (PAF), withholding form, and I9 form have been submitted and reviewed, you will receive an email confirming the student's position and account numbers and number of hours the student is eligible to work. **DO NOT ALLOW A STUDENT TO WORK WITHOUT THE CONFIRMATION EMAIL FROM THE STUDENT FINANCIAL SERVICES OFFICE.**

## **UNIVERSITY POLICY ON EQUAL OPPORTUNITY**

"The University of Alabama in Huntsville is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, national origin, sex, age, or against veterans of the Vietnam era, as identified and defined by law. The university complies with the applicable nondiscrimination and affirmative action titles and sections of and amendments to the Civil Rights Act of 1964, Federal Rehabilitation Act of 1972, and the Age Discrimination Act of 1975.