

# Tips to Writing a Winning Work-Study Program Job Requisition

## Job Requisition Purpose

The job requisition has several purposes including:

- It clearly defines whether the job qualifies under the Work-Study program
- It provides the information necessary to explain the position to a student and to help him/her to select the type of employment most closely related to his/her educational and/or career objectives
- It establishes a written record for both the student and the employer of the job duties and responsibilities so there is no misunderstanding
- Helps the financial aid administrator, the student and the employer determine the number of hours of work required at the specified pay rate to meet the student's need

### Job Requisition Should Include

- Dept name and address
- Job Purpose
- Duties and Responsibilities
- Qualifications
- Pay rate (or range)
- Length of employment (e.g. summer, fall, etc...)
- Name of student's supervisor

### Preparing a Job Requisition

- There are two ways to prepare a Job Requisition
- Create a new requisition—from the WSJB home page, select the "Create" option in the middle of the page. Enter the data as requested and click on the submit button to complete process
  - Retrieve a previous requisition—from the WSJB home page (in the middle of the page) enter the FS code for the department you wish to submit a job requisition and click on the "Fetch" button to review all previously submitted job requisitions. You may update the necessary details and click the submit button to complete the process

## Job Description Writing Tips

- Provide as much detail as possible. Remember that students are looking for jobs related to their course of study. The more information they have the easier it is to figure out if the job meets their goals.
- Keep in mind that your job requisition is being read by many individuals not all of will be familiar with certain acronyms or buzz words used in your field so it is a good idea to leave out abbreviations (actually, this also helps the Financial Aid administrator)
- To avoid misunderstandings, it is better to fully describe the range of duties the student may be expected to perform, for example instead of saying "General office duties" it is better to say, "Answer telephones, make copies, lift materials (up to 50 pounds in weight), sort and distribute mail, etc...)
- If looking for certain majors, describe the experience you are looking for such as having a certain type of research experience; having completed a specific level of coursework; or having a set of desired skills. This helps to more easily match your job with a student's background.
- If the job requires no experience and you provide on the job training it is important to include this in your requisition
- If your requisition includes "Running errands" or "Other duties/projects as assigned" it is important to describe the extent of what those functions may include such as
  - Errands—picking up/delivering mail/packages from/to campus departments
  - Other duties—stuffing envelopes during mass mail distribution period, etc...
- If computer knowledge is important to the job, specify in detail what software programs/applications and the desired knowledge level needed to operate those programs. This will help ensure a PC user is not surprised when they are introduced to a MAC.