**A quick guide to writing a remote Federal Work Study (FWS) Job description**

*We will be offering remote/hybrid work arrangements and job descriptions will go beyond the summary you’d use for a traditional on campus position.*

*Take time to craft a thoughtful job description. Make it simple and clear for students.*

*To help you create an effective posting, review the information below:*

Questions departments should ask before writing the job description:

* What do I need to consider for my student employee(s) to work remotely?
* Start and end dates for remote work?
* Best contact number for students during anticipated work hours?
* Number of hours planned per week? (this also depends on a student FWS award)
* What form and frequency of interaction will occur between the supervisor and the student employee?
* What work is to be completed?
* How will the productivity and quality of work be measured?
* Make the Directors and Heads of Departments aware of the FWS student in their departments.
* Students should have a clear understanding of their supervisor
* FWS supervisors should be streamlined with two supervisors per department.

Best practices and tips for writing a remote FWS job description.

**1. Write a crystal clear job title like**; Remote FWS student Job for department X.

**2. Describe the position in simple terms and responsibilities clear**.

 You will be required to complete project based work in a certain time frame. For example: This week you will be given a list of 50 students and calls should be made to these students by Wednesday.

**3. Include your must-have qualifications and skills**

 Keep in mind some FWS candidates will be applying for their first job. They will be using this experience to build & develop their skills. Consider the training that may be involved. You may ask for resumes and language proficiencies, but be sure not eliminate candidates.

We also do not want to overwhelm students who are reading the descriptions.

**4. Avoid biased or alienating language**

 The Federal Work-Study program is administered by the Federal Government and students participating in the program will be given consideration equally.

**5. Define what is remote!**

Remote work goes by many names, such as “remote-friendly,” “flexible work,” and “telecommuting,” but each term implies varying levels of flexibility.

For example, “remote-only” means the job is 100% remote, whereas “flexible work” could mean 100% remote, 50% remote, or working from home only once or twice a week.

When writing your job description, clearly communicate whether the student is expected to work on-campus part of the week or have the freedom to work from anywhere.

**6. Explain what equipment a student would need and what your department will provide**

If you require certain equipment to get the job done, make sure to state that clearly in your job description. This could include computers, phones, or a certain internet speed, for instance. Will you supply a computer or expect FWS employees to use their personal devices?

Determine what your expectations are and outline them explicitly in your job posting. If you do offer a computer for FWS employees, you might also consider creating a work-policy.

**7. Be transparent about schedule requirements**

In a remote environment you may need your team on-call for weekly meetings. Or you might expect people to be online during certain work hours.

In your job description, make sure to set expectations regarding schedules, time commitments, and communication frequency. Some examples of this are:

•Any Cuny equipment cannot leave the country

•Expecting remote employees to be online and available between 9 AM and 5 PM ET (customize)

•Mandatory Monday morning video chats

Make sure the job description accurately communicates your expectations to ensure only candidates who can meet those demands will apply.

**8. Include the right keywords**

Some keywords to include could be:

•Remote FWS job \*Virtual job

•Work remotely \*Computer required

•Assist students with remote work \*Work from home

**9. Discuss your team’s communication process**

One of the top challenges for remote work is communication, yet many people overlook the importance of establishing communication expectations from the beginning.

Include high-level details on how your team stays in sync, whether it be through phone calls, video chats, messaging apps, or project management tools.