

**Job Advertisement Form**

Use this form to advertise a new Federal Work-Study position, or revise an existing Federal Work-Study position. Complete Part A and send the form to the Office of Student Financial Aid and Scholarships by mail or fax. You can also email the form to [FAFWS@mailbox.sc.edu](mailto:FAFWS@mailbox.sc.edu). The Office of Student Financial Aid and Scholarships will then complete Part B and return a copy of the form to you.

**Part A: To Be Completed By Employer**

New Job Advertisement

Revision to Existing Job Advertisement

Position Number of Revised Advertisement:

Job Title:	
Job Description	
Department Number	
Pay Rate	
Avg. Hours per Week	
Number of Summer Positions	
Number of Fall/Spring Positions	
Department/Agency	
Address To Be Displayed on Advertisement	
Contact Person	
Contact Person Phone Number	
Contact person Fax Number	
Contact Person Email Address	

**Part B: To be Completed By the Office of Student Financial Aid and Scholarships**

Position Number (If this is a new advertisement):

Date Website Job Advertisement Posted/Updated:

Initials: