Student Position and Posting

Documentation Required:
- [OAA Student Position Template](#) completed and attached to the HRA
- When posting on Student Financial Aid (SFA) Job Board, please indicate desired posting end date

Student Employee Resources:
- See [Student Appointment Guide](#) for pay rate and maximum standard hour details
- Please visit the [Graduate School website](#) for GA stipends

Federal Work Study Resources:
- Please review [FWS pay range](#) details when writing position description
- [FWS Employer manual](#)
- [FWS 2015-16 calendar](#)

Office of Academic Affairs
HR Service Center

FWS Office

HR Service Center Associate

HR Service Center Specialist

Unit HR Department

Department Manager

Identify position need complete position template

Submit Create New/Fill Existing Position HRA (include OAA position template)

Review HRA for unit approval

Review HRA, discuss questions/concerns with unit HR dept; make adjustments (if necessary)

Enter position information into PeopleSoft

Create Job Posting if requested (FWS and/or SFA job boards)

Review Posting (FWS only) for approval and assign pay range

Email unit with assigned pay range (FWS only), position number & posting ID/completion

Email unit with assigned pay range (FWS only), position number & posting ID/completion

Key:
- Next step
- Approval step
- Conditional step
- Start and Finish