

## **COMMUNITY BASED FEDERAL WORK STUDY**

### *Handshake Job Description Format*

The Loyola University New Orleans Community Based Federal Work Study program employment opportunities will now be posted in [Handshake](#), Loyola University New Orleans Career Development Center's online career management system and recruiting portal. Agencies/Organizations must create a Handshake account to begin. [Click here](#) for instructions. If you are already a member of Handshake, [request access](#) to our institution and add Loyola University New Orleans to your favorites list.

***All Community Based Federal Work Study job descriptions must include the following components and be approved to post in Handshake ([Job Posting Instructions](#)).***

**JOB/POSITION TITLE:**

**DATES OF EMPLOYMENT:** no earlier than September 1, 2023 through May 11, 2024

**JOB LOCATION:**

**JOB DESCRIPTION:**

- **Overview of Agency/Organization** (2-4 sentences)
- **Purpose/role within organization** (2-4 sentences)
- **Job Duties and responsibilities** (list all duties/roles)
- **Required Skills/qualifications for position** (list primary skills necessary)
- **Preferred Skills/qualifications**

**NUMBER OF STUDENTS EXPECTED TO HIRE**

**SALARY/PAY:** \$13/hr. is the contracted amount for Loyola. *If you offer additional compensation, you must indicate that in the JOB DESCRIPTION section.*