In an effort to streamline the hiring process for all student employees, The SEC is excited to announce that work study students will also be hired using the new EPAF through Web4U for the 2009-2010 academic year.

Human Resources will be offering trainings to the campus community on using the EPAF through Web4U beginning in May and throughout the summer. Please be on the lookout for training offerings: [http://west.wwu.edu/training/classes/default.aspx](http://west.wwu.edu/training/classes/default.aspx)

Please continue using the Student On Campus Employment form for hiring work study students for the remainder of the 08-09 academic year.

**Work Study Job Description Submission:**

The SEC is requiring job descriptions be submitted for each work study position for the 2009-2010 academic year. There are two reasons for this requirement. First, only certain on-campus student employment job titles are eligible for State Work Study (SWS) funding. SWS funding over the last several years has increased while Federal Work Study funding has not. Departments will have a better chance of filling their work study positions if those positions are eligible for SWS funding. SEC staff will review all submitted job descriptions to verify which positions are eligible for the SWS program and which positions, with minor adjustments, may become eligible for SWS. Second, due to the switch to EPAF through Web4U for hiring work study students, the SEC needs to pre-assign departments certain position numbers to use as work study students are hired next academic year. Job descriptions must be submitted to the Student Employment Center before July 1, 2009.

**Should I submit ALL student employee job descriptions for my department—even if I don’t have a work study student this year in one of those positions?**

We encourage you to submit all job descriptions for your department. This way, you will have the position number on hand in case you do hire a work study student in any of your positions next year.

**I hire students with the same title, but different levels—do I need to submit job descriptions for each level?**

Yes, the job functions and responsibilities for each level must match the employee level classifications, so submit a separate job description for each level of employment.

**My department hires many “Peer Advisors” who have similar, yet different job responsibilities, do I need to submit a job description for each student?**

No, we understand that specific job responsibilities may vary depending on departments and units within the department. You may submit a job description that details the general and common job functions of the “Peer Advisors” within your department.

**Work Study Student Employee Job Description Submission Form.** Link to Admin Web forms: [http://www.wwu.edu/depts/admcs/](http://www.wwu.edu/depts/admcs/). A direct link can be found under “Employer Alerts” from the SEC website.