HOW TO post a Federal Work Study job in Career Maverick

1. Login to . . .

2. Click . . .
   Create Job Posting

   Note: you may also choose to “Post a profile” . . . this will give students greater insight into your department . . . highly recommended!!

3. Job postings
   Position Information
   Copy Existing: Please review and adapt your job title when copying a job
   Position Type*: Select “Federal Work Study”
   Position Type*: Federal Work Study
   Select “Federal Work Study”
   Restrict Applications: Choosing “yes” will restrict applications for this position to only those students who meet the screening criteria you set
   Title: is critical . . . this should be descriptive and distinguish your posting from all other competing FWS jobs that will be posted
   Provide as much detailed information as possible here (you may cut & paste).
   Also to be filled in . . .
   Additional Documents – choose Other Documents and type in description “Student Employment Application”
   Qualifications (enter all requirements)

4. VERY IMPORTANT
   Resume Receipt: Choose how you would like to receive student resumes for non-cpr positions.
   Choose “E-mail” & “Accumulate Online” - as students apply, their resumes and FWS application forms will be sent directly to you

SUCCESS
Your Federal Work Study posting has been submitted and will be reviewed by Career Services.

Still have questions regarding HOW TO post a Federal Work Study Job?
Contact Career Services: careerservices@mercy.edu / (914) 674-7203