



The George Washington University  
Student Employment – Center for Career Services

## FWS POSITION DESCRIPTION FORM FOR OFF-CAMPUS FWS PARTNER ORGANIZATIONS

This form is a required part of the application process.

### Instructions:

- Completely fill out this form and return it with your application.
  - You must fill out one form for EACH position you wish to hire students into. A given position may have multiple openings.
  - You must fill out this form even if you already know whom you will hire and do not need to advertise your position.
  - Returning organizations may attach a copy of previous years' job descriptions if applicable.
- If accepted, all positions must be submitted through the Student Employment Talent Management System and follow the [GW Student Employee Position Types classifications and hourly wage](#).

Organization Name:

Position Location (if virtual, type remote):

Position Title:

Number of Openings:

Is this position in the public interest as defined in the Participation Agreement (check one)?

*"Work in the public interest is defined as "work performed for the welfare of the nation or community, rather than work performed to benefit a particular interest or group."*

Yes

No

Anticipated Hours per week:

Proposed Hourly wage:

Position Summary:

Preferred Qualifications: