

# AASU CareerWeb Supervisor Instructions

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*NOTE: Before a student can complete an application for Federal College Work Study, they must ensure that a Free Application for Federal Student Aid (FAFSA) has been completed, have all other necessary documentation required and received by AASU's Office of Financial Aid. They **MUST** be enrolled in at least 3 hours and be in Good Academic and Financial Aid Standing each semester.*

*The Office of Financial Aid is using a new job-posting database this year for all CWSP jobs. This database, CareerWeb, is replacing CollegeWorks by Web database. All CWSP positions must be posted through CareerWeb. It will not only be used to recruit students, but also provides the Office of Financial Aid with an archive of job descriptions for every CWSP employee, as required for federal compliance.*

*In order to obtain a CWSP allocation for your department, the department head must complete the Federal College Work-Study Request Form. Pending budgetary approval the department will be notified of allocation, all request will be handled in a first come first serve basis and will be communicated accordingly to the appropriate departments.*

*The Office of Financial Aid will create an account on CareerWeb for each department that currently holds a CWSP allocation. Each supervisor will receive a "Welcome CWSP Supervisor" email to their armstrog.edu email account with his or her login information and instructions on how to post an approved CWSP job.*

*Supervisors will be required to attend training to utilize the CareerWeb database and should refer back to training materials for guidance. Should your department experience a change in personnel, please contact the Office of Financial Aid immediately.*