Sample Documents for DocuSign Packet

Once you submit the Work-Study New Hire Form, you’ll be routed a DocuSign packet via email. This DocuSign will ask you to sign the Federal Work-Study Student Employment Contract and it will require you (or your supervisor) to submit the following documents:

1. Federal Work-Study Eligibility Notification

Students can get their notification in their Handshake account or by going to this site directly: [http://vcsaweb.ucr.edu/wswf/](http://vcsaweb.ucr.edu/wswf/). Next, upload the saved copy into the DocuSign under the attachment icon labeled as Work Study Eligibility Notification.

![2020-2021 FWS NOTIFICATION](attachment:2020-2021_FWS_NOTIFICATION.png)

Office of Financial Aid

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E-mail the Financial Aid Office at [financialaid@ucr.edu](mailto:financialaid@ucr.edu) for any questions about your Federal Work Study allocation. Contact the Career Center at [career.counseling@ucr.edu](mailto:career.counseling@ucr.edu) for assistance in your job search.
2. Handshake Job Posting

Depending on how the Work-Study New Hire Form was filled out, either the student or the supervisor will need to upload a copy of the job description as was posted in Handshake. It must say that it is a work study position in the job title.

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**About this Job**

The Financial Aid Peer Advisor, under the guidance of the Manager of Customer Service, is a member of the UC Riverside Financial Aid team. The Financial Aid Peer Advisor supports the financial aid process by providing information to students and their families, assisting with financial aid documents, and providing guidance on financial aid options.

**ESSENTIAL FUNCTIONS**

- **Customer Service:**
  - Greets visitors effectively and professionally.
  - Provides information about financial aid programs available to students.
  - Maintains a welcoming and professional environment.
  - Demonstrates knowledge of campus and financial aid resources.

- **Administrative Tasks:**
  - Maintains confidentiality in all interactions.
  - Complies with established policies and procedures.
  - Responds to inquiries in a timely manner.

**JOB REQUIREMENTS AND TERMS OF EMPLOYMENT**

- **Must be eligible for Federal Work Study during the 2020-2021 academic year.
- **Flexible schedule for at least 20 hours per week during the hours of 8:00am-5:00pm.
- **Must have good organizational skills.
- **Must be able to multitask and take initiative.
- **Must be able to work independently.
- **Must be a strong communicator and have good interpersonal skills.

**COMPENSATION**

- **$15.00 per hour.
- **To get started, work-study eligible students will need to download their 2020-21 Federal Work Study Eligibility Verification:** [https://www.ucrecruit.ucr.edu/applicantroduction.php](https://www.ucrecruit.ucr.edu/applicantroduction.php)
3. Once received, Financial Aid will process.

If the student is working off campus, you’ll be emailed about 5-10 days later to make an onboarding appointment. When completed, please await an email from Financial Aid that includes your Letter of Clearance. It will be emailed to you and your supervisor to let you know that you are “cleared” to start working.

If the student is working on campus, you’ll be contacted by your supervisor on when you can start working!