

HIREVCURAMS ON-CAMPUS FEDERAL WORK STUDY EMPLOYER POSTING INSTRUCTIONS

To post an internship, job or Federal Work-Study position on HireVCURams, VCU's free online recruiting database system, simply follow the steps below to register:

1. Access HireVCURams through this [link](#) or from the Federal Work-Study homepage (www.fws.vcu.edu)
2. If you are new to HireVCURams, click on the words: "New to HireVCURams? Click here to create an account!" located under the "Login" button.
3. Use the "Find your Organization" search tool to see if your department is already registered with HireVCURams.
 - If your department comes up in the search, check the box next to your department name, click "Continue" and proceed to Step 6.
 - If your department does not come up in the search, click on the "Can't Find Your Organization?" button to set up a new employer account.
4. Fill out the "Employer Information" section. Do not use abbreviations. Spell out your organization's name.
 - Preface your office/department with "VCU"(e.g., VCU University Career Center)
5. Fill out your "Contact Information". If you are uncertain about what information a certain field is requesting, hover over the "?" symbol for a "help tip" description.
6. Click "Register".
7. Click "Submit Profile" to ensure your profile is submitted for review and approval.
8. You are now "pending" in HireVCURams. Once you are "pending", you are able to request a new job posting. From the top navigation bar, hover over "My Job & Internship Postings" and select "New Posting" from the drop-down menu.
9. Fill out the information requested, keeping in mind that the system will time out after 20 minutes of inactivity and that any work not saved will be lost.
10. Under "Position Information", fill out the following fields accordingly:
 - Title: Must be descriptive, not simply "FWS Student"
 - Hours per Week: Can be a range between 1 – 29 hours.
 - Compensation: Paid
 - Wage/Salary: Can be any range within the FWS guidelines listed below. If left blank, we will update this to reflect minimum wage.
 - Clerical: \$7.25 – 10.00/hr
 - Technical/Laboratory: \$7.25 – 12.00/hr
 - Employment Start Date: Date listed cannot be prior to 8/25/16
11. Under "Posting Information", the following fields must be filled out accordingly:
 - Position Type: Select "Federal Work Study"
 - Applicant Type: Select "Student: Federal Work-Study"
 - Screening Options: Check the box for "Screen by Applicant Types"
12. Once you click "Save", your registration and new posting request will be processed within 2 business days.

If you have questions about HireVCURam, please contact Joslyn Bedell at (804) 828-1645.

If you have questions about Federal Work Study, please contact Matthew Chambers at (804) 828-6342.

