

Federal Work Study Program

Office of Scholarships & Financial Aid

Warwick Center 140

2020-2021 Supervisor Information Session

Objectives

Participants will be able to:

- understand the role of the U. S. Department of Education and the use of the FWS program to achieve UNCW's mission,
- analyze components of a job description for student employment positions,
- identify and order the elements of the hiring process for student employees in the work-study program, and
- identify next steps and key dates and associated expectations as an employer in the work-study program.

FWS Overview

- FWS is a US Dept of Education need-based program that provides funds to students to assist students with paying their educational expenses.
- Need is determined by the FAFSA. The FAFSA opens each year on October 1.
- Being eligible for FWS in one year doesn't mean that a student will be eligible in a subsequent year.
- If you have a student who applies for your work study position, but does NOT have a FWS award in their award package, please have the student contact their [financial aid counselor](#).



JOB

DESCRIPTION

Use Position Classification Matrix info here



Duties/job assignments need to be listed in detail in this section. Duties and pay rates should match based on the information given in the UNCW Work Study Position Classification Matrix.

When a job description is submitted to the Work Study Office, if the pay rate does not match the job duties, the description will be returned with a comment to advise on revisions.

Academic Year 20____ - 20____

Position Title:	Number of Positions:
Position Classification:	Suggested Pay Rate:
Department Name:	Telephone:
Department Org:	Department Fund Code:
Supervisor:	Supervisor's Title:
Administrative contact, if different from above:	
Job Location/Address:	

POSITION PURPOSE/ROLE:

KEY DUTIES AND RESPONSIBILITIES:

ESSENTIAL KNOWLEDGE, SKILLS AND/OR ABILITIES:

PREFERRED KNOWLEDGE, SKILLS AND/OR ABILITIES:

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

HOURS OF OPERATION:

ACADEMIC TERMS: _____ FALL _____ SPRING _____ SUMMER

Revised January 2020



Name of person who enters the EPAF here



The name of the student worker's supervisor should be listed in the "Supervisor" section.

Only list another person's name in the "Administrative contact" section if it is a different person than the work study supervisor.

Be sure to fill in all sections on the job description.

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HOURS OF OPERATION:

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UNCW Work Study Position Classification Matrix

	Years of Service			
	Year 1	Year 2	Year 3	Year 4
Level 1	\$8.00	\$8.50	\$9.00	\$9.50
Level 2	\$9.00	\$9.50	\$10.00	\$10.50
Level 3	\$10.00	\$10.50	\$11.00	\$11.50
Level 4	\$11.00	\$11.50	\$12.00	\$12.50

Position Examples:

LEVEL 1:

Front Desk Clerk, Office Assistant, Mail Room Clerk, Study Hall Monitor. *(Work occurs in a traditional campus office setting).*

LEVEL 2:

Library Assistant, Social Media Manager *(Work occurs in a traditional campus office setting).*

LEVEL 3:

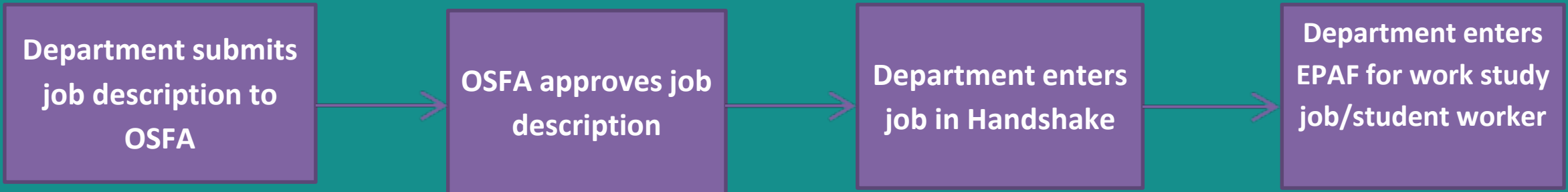
Athletic Team Assistant, Institutional Tutor, Marketing Assistant, Mentor, Research Assistant, Videographer *(Work may occur in a lab or athletic area).*

LEVEL 4:

Exhibits Assistant, Legislative Assistant, Mentor *(Work may occur off campus in a public school, community agency or government office).*

	Level 1	Level 2	Level 3	Level 4
Prior Experience	Entry level, no prior experience required	Little or moderate experience, technical knowledge or previous training is required	Moderate experience, technical knowledge or previous training or certification is required	Substantial independence performing specialized tasks requiring independent knowledge, a definable skill, or management of functions or people
Level of independence	Limited; operates within specified framework w/specific instructions	Moderate or limited; Work is reviewed periodically throughout the task completion	Significant independence performing specialized tasks	Little supervision required or given
Specialized training	none	May require specific on-the-job training	requires a high level of competency or fluency with a specialized skill	Requires substantial experience, advanced technical knowledge and training or certification
Degree of difficulty	Basic, routine task	Assignments remain at the task level	Duties involve several steps in a process with specific procedural and operational guidelines	Assignments are programmatic rather than task level
decision making	Very limited	Limited discretion within specific work assignments	Requires independent judgment decision-making ability	Requires independent judgment
Supervision of others	none	May involve occasionally providing guidance or instructions to others	May involve supervising, training and/or tutoring of others	Expectations to manage special projects or activities of significant scope

Hiring Process



- The fourth step happens once you have hired your student worker.
- You will enter the student/job in EPAF system. When entering jobs in EPAF, **ALWAYS** list the UNCW Dept and work study job title in the comment section.
- The work study student must complete the FWS FERPA Training requirement within 2 weeks of their start date. If this is not done timely, we will notify the employer AND the student and the student will not be allowed to work until the requirement is met.



Who you gonna call?

Office of Scholarships & Financial Aid/Work Study

- Number of FWS positions
- Hourly pay – refer to Position Classification Matrix (pay rate scale)

Career Center

- Anything regarding Handshake

Human Resources

- Incorrect pay rate entered in EPAF (anything related to EPAFs)
- Student's "Employee Tab" not appearing in SeaNet for time submission

Payroll

- Timesheet issues



Next Steps, Key Dates & Expectations – FWS Supervisors

Requesting a Position(s)

- ✓ May 1- submit job description to OSFA

Posting a Position

- ✓ JUNE 1 - advertise in Handshake
- ✓ Include FWS in job description title
- ✓ Use appealing job titles & include “work study” in title

Interviewing

- ✓ View the Award Confirmation Form
- ✓ Refer to salary matrix

Hiring

- ✓ Use position #W15550 -|general campus
- ✓ Provide an orientation; establish a work schedule
- ✓ OCTOBER 1 - target deadline to complete hiring processes

Supervising

- ✓ Monitor earnings (Monthly earnings reports sent to students)
- ✓ Complete evaluations: *One evaluation per year is due. It is due at the end of the term in which the student is working, unless they are graduating/leaving UNCW. If the student continues into the spring term and you completed a fall evaluation, a spring semester evaluation is not needed unless there is a significant change in their work performance.*
- ✓ Encourage students to keep a record of meaningful work/portfolio
- ✓ Adhere to University policies as outlined by UNCW HR (i.e. injuries/worker’s comp)

REMINDER!

- Spring FWS evaluations are due by the end of the semester. Thank you to those who have already submitted yours. Due to COVID-19 and working remotely, the FWS Evaluation Form will be modified to allow electronic signatures from both parties.

Resources

Office of Scholarships & Financial Aid

Warwick Center Room 140
(910) 962-3177
workstudy@uncw.edu

Human Resources

Administrative Annex
(910) 962-3160
hrsearch@uncw.edu

Payroll Department

Hoggard Hall, Suite 16
Phone: 910-962-3163
payroll@uncw.edu

Career Center

Fisher University Union 2035
910-962-3174
careercenter@uncw.edu

?? QUESTIONS ??

Please send any questions to
workstudy@uncw.edu.

THANK YOU! 😊