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 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.
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.
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.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Number of Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Classification</td>
<td>Suggested Pay Rate</td>
</tr>
<tr>
<td>Department Name</td>
<td>Telephone</td>
</tr>
<tr>
<td>Department Org</td>
<td>Department Fund Code</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Supervisor’s Title</td>
</tr>
<tr>
<td>Administrative contact, if different from above</td>
<td></td>
</tr>
<tr>
<td>Job Location/Address</td>
<td></td>
</tr>
</tbody>
</table>

**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
### UNCW Work Study Position Classification Matrix

<table>
<thead>
<tr>
<th></th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Years of Service</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
</tr>
<tr>
<td>Level 1</td>
<td>$8.00</td>
<td>$8.50</td>
<td>$9.00</td>
<td>$9.50</td>
</tr>
<tr>
<td>Level 2</td>
<td>$9.00</td>
<td>$9.50</td>
<td>$10.00</td>
<td>$10.50</td>
</tr>
<tr>
<td>Level 3</td>
<td>$10.00</td>
<td>$10.50</td>
<td>$11.00</td>
<td>$11.50</td>
</tr>
<tr>
<td>Level 4</td>
<td>$11.00</td>
<td>$11.50</td>
<td>$12.00</td>
<td>$12.50</td>
</tr>
</tbody>
</table>

#### 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.)*

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

• 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! 😊