

CAMPUS EMPLOYMENT

FREQUENTLY ASKED QUESTIONS

- ◆ **What is Campus Employment?**

Campus Employment is an employment opportunity available to students on or off campus. Students record the hours they work on Web Advisor, and are paid twice each month.

- ◆ **Who is eligible for these campus jobs?**

Preference in the hiring process is given to students who are awarded Federal Work Study in their financial aid package. After all Federal Work Study eligible students seeking employment have found jobs, any student can be considered for a campus job.

- ◆ **How do supervisors inform the Office of Financial Aid what student positions are available?**

Supervisors can post any open positions on College Central Network. If you have never posted a position and do not have an account with CCN, contact Chris Shaffer in the Office of Financial Aid at x6019 and she will forward instructions to you.

- ◆ **Why does each position need an official Job Title/Job Description?**

Federal regulations require that every campus job have a Job Title and Job Description. Once a Job Description has been given to the Office of Financial Aid, it does not need to be resubmitted each year unless there are changes to it. If a new position is created, then a Job Title and Job Description must also be sent to the Office of Financial Aid.

Example of Job Title and Job Description

<i>Job Title</i>	Student Office Assistant
<i>Job Description</i>	Student will be responsible for answering phones, computer data entry, filing, picking up and sorting mail, and other duties as assigned.
<i>Special Qualifications</i>	Student should know how to use Microsoft Word and Datatel, as well as have excellent telephone etiquette.

- ◆ **How do I know what account number to use on each student's timesheet?**

Each Department/Office should have an approved budget for paying student help with an account number. If you cannot find this number, please contact your Supervisor. It is each Supervisor's responsibility to ensure that wages students earn do not exceed their department's approved budget.

- ◆ **What are the pay rates?**

Standard Pay rate is \$7.25/hr.

Special Skills rate is \$8.00/hr.

Special Hours rate is \$8.00/hr.

America Reads rate is \$8.00/hr.

Student Supervisor rate is \$8.40/hr.

Annual Fund and Phonathon- Varied Rates

- ◆ **Who can approve a student's timesheet as Supervisor?**

Each department/office must select who will be responsible for supervising the position available. The supervisor and alternate supervisor must be listed on the Work Authorization Form. These are the only people able to approve a student timesheet.

- ◆ **When are the timesheet due?**

Student timesheets are due two times each month. The first one should include hours worked from the 1st day of the month through the 15th and will be due on the 16th. The second one should include hours worked from the 16th of the month thru the last day of the month and will be due on the 1st of the following month. There will be an "expire" date at the top of the timesheet. This date allows a few extra days for students to enter their time. Please note that hours on timesheets that are not included in the pay period cannot be processed.

- ◆ **How will I know the number of hours a student may work each week?**

These hours will be designated on the Work Authorization Form. Most students are awarded 8 -10 hours per week. The number of hours is based on each student's eligibility.

- ◆ **May I hire an upperclass student who has worked for me in the past?**

Yes, but the student still must have a new Work Authorization Form completed each year, and the student must be eligible for Federal Work Study.

- ◆ **Why is it important to hire Federal Work Study eligible students first?**

The Federal Government allocates funds to the college each year through the Federal Work Study Program that are used to pay students working on campus provided they are FWS eligible. It is imperative that all of these funds are utilized. If funding is returned, our allocation for the following year will be reduced. When students work on campus and are not work study eligible, the College pays their wages.

Students eligible for Federal Work Study have a large amount of financial need as determined by the Financial Aid application. Working on campus helps these students pay for their college expenses.

- ◆ **How do students find out what campus jobs are available?**
Campus job openings can be found on the W&J web site www.collegecentral.com/washjeff. Students who are eligible for Federal Work Study are also invited to attend the Campus Job Fair.
- ◆ **What is the Campus Job Fair?**
The Campus Job Fair is held each year during the first week of Fall term to give students and supervisors the opportunity to interview for campus positions. Most departments and offices will have representation at the fair and in many cases will hire students immediately.
- ◆ **How will students know about the Campus Job Fair?**
Information will be placed in student mailboxes, discussed at Orientation, and advertised on the W&J Financial Aid Web Page.
- ◆ **How do students apply for a campus job?**
The Office of Financial Aid will issue a Student Work Authorization Form to all students eligible for Federal Work Study. Students can seek jobs at either the Campus Job Fair or view postings for campus positions on the web. In either case, the student must bring the Student Work Authorization Form with him/her when applying for any position. Once a student is hired for any given job, the supervisor is required to complete the Supervisor section of the Work Authorization Form. The student must also sign and date this form. Send the completed form to Chris Shaffer, in the Office of Financial Aid. Once she processed the form, a timesheet will be made available to the student. The student will receive an e-mail telling them their timesheet is ready.
- ◆ **How do students secure a Student Work Authorization Form?**
New and returning students who have been awarded campus employment as part of their financial aid package can pick up their forms in their campus mailboxes at the beginning of the new academic year.
- ◆ **What if students want to apply for a job but have not received the required Work Authorization Form?**
Students should contact Chris Shaffer, Student Employment Coordinator, in the Office of Financial Aid at Ext. 6019 or cshaffer@washjeff.edu in order to request a Work Authorization Form.
- ◆ **If a student is interested in being hired for a job, what is he/she required to do?**
Any student planning to work on campus for the first time is required to attend a student job training session. This session will be held the Sunday before classes begin. Details on forms required by payroll, student timesheet processing, Federal requirements, etc. will be explained at that time.

- ◆ **What is the America Reads Program?**

This is a special tutoring program developed by the Washington Family Center and the College to help students in local grade schools improve their reading and study skills. There is an off site location for these positions. Transportation is provided. These positions are posted on CCN.

- ◆ **What if I want to hire a student who doesn't have a Work Authorization Form?**

A student who does not have a Work Authorization Form should see Chris Shaffer in the Office of Financial Aid to make sure they are eligible for Federal Work Study. Students should not begin working until they have received a Work Authorization Form.