Responsibilities for Partner Organization in the Public Service Work Study Program

1.) The Organization will recruit, interview and offer positions to potential student employees. The Organization can make a conditional offer of employment, including hourly rate. The Organization will notify Tasha Daniels as soon as an offer is made. Additionally, the Organization will instruct the employee that s/he must complete the hiring process with the Career Center at American University and not permit the student to begin working until cleared by the Career Center.

2.) The Organization will work with the student to set a schedule for the semester. The student is allowed to work up 20 hours a week in the fall and spring terms and not more than 40 hours/week in the summer. Keep this in mind when setting the student’s schedule.

3.) The Organization will provide the student with a suitable working space.

4.) The Organization must have a full-time staff member providing direct supervision of the student. You are responsible for the hours that the student is working and you will need to verify that they worked when they say they are working.

5.) The Organization will designate one main timesheet approver (preferably the primary supervisor) and one alternate timesheet approver for the student who will approve bi-weekly e-time sheets for the student. The timesheet approver will need to verify the hours that the student works on time. Do not approve hours that you can not verify.

6.) The 75/25 cost-share only covers the student’s FWS award. If the Organization chooses to employ students beyond their FWS allotment, the Organization will be invoiced for 100% of any earnings above the student’s FWS award total.

Your partnership is appreciated. We have outlined as many details as we felt would move the process along smoothly. We salute you and your efforts in making this a successful initiative.