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PROGRAM OVERVIEW

American University’s Public Service Work Study Program\(^1\) (PSWSP) which is funded by the U.S. Department of Education’s Federal Work Study Program, allows AU students to earn their Federal Work Study awards by working with non-profit and government agencies throughout the Washington, D.C. area. PSWSP is a win-win for students, partner organizations, and the area residents they serve.

Partner organizations cover a broad range of non-profit and government agencies involved in human rights, education policy, community development, social services, sustainability, the arts, and more. Organizations benefit by fortifying their staff with talented student employees at only a fraction of the cost.

Students gain substantive work experience and earn Federal Work Study awards as part of their financial aid packages, with the added benefit of flexible work hours. While developing professional and practical skills, students also make a positive impact on local communities.

PARTNER ORGANIZATIONS

Responsibilities and Expectations

Participating organizations agree to:

- Recruit, interview, and extend job offers to students who are eligible to participate in PSWSP, immediately notify the Career Center of any offers made, and ensure that students complete the University’s hiring process before reporting to work;

- Establish work schedules with students that do not exceed 20 hours per week during the academic year, and 40 hours per week during the summer;

- Provide students with suitable work spaces;

- Designate a primary time sheet approver and an alternate time sheet approver who will verify hours worked by students and sign e-time sheets according to the University’s biweekly payroll calendar;

- Designate one full-time staff member who is responsible for directly supervising students. If this supervisor is not the primary e-time sheet approver, s/he must provide the time sheet approver with written verification of the hours worked by students each week;

- Reimburse American University for 25 percent of students’ wages up to the total amount of students’ Federal Work Study awards. Once students have earned their

\(^1\) http://bit.ly/RecruitPSWSP
full awards, the organization may choose to retain them and pay 100 percent of their wages;

• Submit invoice payments in a timely manner; and

• Maintain regular and open communication with American University’s PSWSP Program Coordinator and Assistant.

**Cost Sharing and Invoices**
Partner organizations are responsible for covering 25 percent of a student’s wages up to the total amount of the student’s Federal Work Study award, while American University covers the remaining 75 percent.

Organizations receive invoices for their 25 percent share at the end of each semester (Fall, Spring, and Summer). Organizations usually pay an average of $450 per student during the academic year and $1,000 per student during the summer. Actual totals will vary, depending on students’ hourly rates and hours worked.

Invoices can be paid with check or credit card.

Checks should be made payable to *American University Public Service Work Study Program* and mailed to:

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Student Employment Coordinator
American University Career Center
Butler Pavilion, 5th Floor
4400 Massachusetts Ave NW
Washington, D.C. 20016-8011
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To pay with credit card, contact the Career Center at 202-885-1804 or publicserviceFWS@american.edu.

Organizations that fail to pay or make late payments risk being sent to collections and banned from the program.

**Resources**

Online information about PSWSP can be accessed at: [http://www.american.edu/careercenter/Recruit-FWS.cfm](http://www.american.edu/careercenter/Recruit-FWS.cfm)

Other important resources and documents for your reference also include:

• Partner Responsibilities- Outlines partner organizations’ responsibilities to Federal Work Study students and American University.

• Selection and Hiring Process- Step-by-step directions for selecting and hiring students

• Guide to Approving E-Time Sheets- Step-by-step directions for accessing and approving students’ e-time sheets on the American University portal. You can also access a slideshow guide to approving e-time sheets [here](http://www.american.edu/careercenter/Recruit-FWS.cfm).
• 2014-2015 Key Dates and Deadlines- Lists important dates and deadlines for the upcoming academic year.

• 2014-2015 Payroll Calendar- Provides American University’s biweekly payroll schedule and deadlines for organizations to approve students’ e-time sheets.

Required Forms
• Partner Organization Agreement- Outlines the cost-share agreement and your responsibilities as a partner organization. Must be renewed annually.
  o Submit the signed contract to publicserviceFWS@american.edu or fax to 202-885-1861, or mail to American University Career Center, Butler Pavilion 5th Floor, 4400 Massachusetts Ave NW, Washington D.C. 20016-8011

• Job Posting Form- Provides a detailed description of a job position. Organizations must complete a form for each unique job position they seek to fill during the semester.
  o Submit the completed form(s) to publicserviceFWS@american.edu

• AU Credentials Request Form- Must be submitted to ensure the primary supervisor, primary time sheet approver, and alternate time sheet approver all have proper credentials to access and approve students’ e-time sheets.
  o Email the completed form to the Career Center at publicserviceFWS@american.edu or fax it to 202-885-1861

• Public Service Work Study Hire Form- Partner organizations must complete this online form for each student hire they make.

Funding and Awarding
American University’s Public Service Work Study Program is funded by the U.S. Department of Education’s Federal Work Study Program (FWS). American University’s Financial Aid Office, not the AU Career Center, determines students’ eligibility for these awards. Students with confirmed awards will have access to PSWSP job listings. Individual awards will vary on a case-by-case basis, but awards during the academic year average around $1,800 ($900 per semester), while awards during the summer average around $4,000.

Partner organizations must reimburse American University for 25 percent of a student’s wages, up to the total amount of the student’s FWS award. A student is terminated once his/her award has been exhausted. If a partner organization decides to retain a student after his/her award has been exhausted, the organization becomes responsible for paying 100 percent of that student’s wages.

Job Postings and Applications
PSWSP positions will be posted on your behalf during open recruitment periods. A call for positions will be sent out to partner organizations prior to the start of each semester. Due
to the nature of student FWS awards and the academic calendar, approximate recruitment timelines are:

- **Fall:** Late July - September
- **Spring:** Late November – mid February
- **Summer:** Mid-March - April

If you have an available PSWSP job, complete the [Job Posting Form](mailto:publicserviceFWS@american.edu) and submit it to publicserviceFWS@american.edu. Complete this form in its entirety for each unique position to be filled. Positions that comply with [program guidelines](mailto:publicserviceFWS@american.edu) will be posted where FWS eligible students can view and apply.

The hiring manager listed on the Job Posting Form will automatically be notified, via email, when a student applies for a position and will have access to a student’s application materials. Partner organizations are then responsible for setting up interviews with students who meet job requirements and qualifications. Contact students in a timely fashion to ensure positions are filled.

**FWS Job Fair**
Partner organizations are highly encouraged to attend the 2015 FWS Job Fair. Contact the Career Center at 202-885-1804 for more information.

**Tabling and Info Sessions**
Partner organizations can also recruit AU students via on-campus tabling and information sessions. In accordance with [Employer Recruitment Guidelines](mailto:publicserviceFWS@american.edu), you may only use AU campus facilities, which are reserved on your behalf by the Career Center, for recruiting AU students for eligible jobs at your organization. Information session room and tabling requests are subject to availability. Email publicserviceFWS@american.edu to learn more about how to set-up tabling or an information session.

**HIRE OFFERS**
Once a partner organization has decided to hire a student, the hiring manager/primary supervisor must complete the [Public Service Work Study Hire Form](mailto:publicserviceFWS@american.edu) online. This form must be completed for each student hire.

Upon receipt of this form, the Career Center will work directly with students to complete hiring paperwork. This can take a few days, depending on a student's responsiveness and preparedness. Our office will notify you when the student is officially cleared to work.

*Do not allow a student to work until he/she is officially cleared. If you do so, your organization will be responsible for 100 percent of that student’s wages until he/she completes the requisite paperwork.*

**Once a position is filled, notify the Career Center so that the AU Career Web posting can be removed.**
SUPERVISING STUDENTS
Though students work with partner organizations, their participation in PSWSP means that American University remains their formal employer. Therefore, the AU Career Center will be their main point of contact regarding e-time sheets, pay checks, ideas about or issues with partner organizations, suggestions for PSWSP, etc. However, partner organizations have certain responsibilities to students they must uphold:

• Partner organizations must provide students with suitable work spaces. Onsite supervisors for PSWSP should be full-time staff members.

• PSWSP participants are college students first, and work schedules should take into account their academic obligations.

• PSWSP should enable students to put to work what they have learned in class, give back to the public, and familiarize themselves with different work environments. Therefore, participating organizations should ensure a substantive and challenging work environment where students can hone their professional skills and produce tangible work.

• Open communication is important--- explicitly stating expectations and regularly providing constructive feedback allow students to work towards meeting your expectations.

Students are also expected to act with utmost professionalism while participating in PSWSP (showing up on time, dressing appropriately, completing assigned duties, etc.). Contact the Career Center if you have any issues while supervising students.

Work Schedules
PSWSP employees are, first and foremost, students. Therefore, work schedules should be flexible enough to accommodate students’ class schedules. This becomes especially important towards the end of the semester, when students become busy with final papers, projects, and exams. Organizations should speak with students in advance about their schedules during holiday breaks (i.e. Thanksgiving, Spring and Winter Breaks, etc.) as many students head out of town at these times.

Refer to the Key Dates and Deadlines for the following:

• University exam schedule and breaks
• When the University is closed, students cannot work.
• When the University is open but classes are not in session, students are allowed to work.

Approving E-Time Sheets
An organization’s primary supervisor or time sheet approver must approve students’ e-time sheets on a biweekly basis. Refer to the 2014-2015 Payroll Calendar for the official schedule. Biweekly emails will be sent out to both students and organizations as a reminder of upcoming deadlines for signing and approving e-time sheets. Some important notes:
• Students must sign time sheets before the organization approves them;
• Alternate time sheet approvers must be designated if the primary supervisor or approver won’t be able to approve time sheets on a particular date;
• Only hours that can be verified should be approved; and
• Reasonable training and travel time (up to 1 hour per day of work) can be paid through FWS. Vacation and/or leave time cannot be paid through FWS.