Partner Organization Responsibilities

1. Recruit, interview, and extend job offers to students who are eligible to participate in PSWSP, immediately notify the Student Employment Coordinator and/or the Program Assistant of any offers made, and ensure that students complete the University’s hiring process with the Student Employment Coordinator and/or the Program Assistant before reporting to work;

2. Establish work schedules with students that do not exceed 20 hours per week during the academic year (Fall and Spring), and 40 hours per week during the Summer;

3. Provide students with suitable work spaces;

4. 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;

5. Ensure student time sheets are signed on time regardless of supervisor absence or technical difficulties;

6. 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;

7. Communicate in a timely manner when student supervisors and/or time sheet signers change;

8. 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 full awards, the organization may choose to retain them and pay 100 percent of their wages;

9. If students work past the end of their awards for any reason reimburse American University for 100% of overage.

10. Submit invoice payments in a timely manner;

11. Monitor access to AU Portal and make necessary contact with AU’s OIT to fix access problems;

12. Maintain regular and open communication with American University’s PSWSP Student Employment Coordinator and Program Assistant.