

Financial Aid and Career Development Center

**Work Study /
Student Employment
Faculty Guidebook**

2011-2012

DCCC
The College of
Davidson and Davie Counties

Welcome!

The Career Development Center and the Office of Financial Aid hope that you find the changes made to the Work Study hiring process help you to choose the most qualified candidates our student body has to offer.

Throughout this guidebook you will find information about the Work Study site selection process, what we encourage for a work site, the student interview day, hiring and termination, and your responsibilities as a supervisor.

Our goals for the Work Study process are as follows:

- To help needy students meet their educational costs with financial assistance through part-time employment on campus.
- To provide students with career-related job experiences that may assist them in further studies and eventual entrance into the workforce.
- To assist faculty and staff to make DCCC an excellent learning environment by connecting them to the student body outside of their normal duties.

Please become familiar with the contents of this guidebook as quickly as possible to help yourself, and us, meet our mission of serving our students and our community.

As always, if you have questions feel free to contact me at any time.

Best of luck,



Johnnie Mickel
Counselor, Career Development Center
jmickel@davidsonccc.edu
336.249.8186 ext.6236

Quick Guide

The Work Study site: www.davidsonccc.edu/financial_aid/workstudy.htm has instructions, this guidebook, timesheets, forms etc. you need to successfully request, hire and supervise a Work Study student.

- Download the Site Request Form
- Write a thorough, well-designed job description (for assistance, contact the Career Development Center)
- Submit the request to the site selection committee by emailing it to CS@davidsonccc.edu before Friday, March 18
- Once approved by the committee, your job will be listed on the Work Study web page. But, use your own connections to encourage student applications
- Your site is approved for one academic year—Fall 2011 and Spring 2012. If your student fails to show up, leaves, or is terminated, your job will be reposted
- When you have reviewed all applications, your next step is to schedule interviews for Friday, April 29 during the Work Study Interview Day. Interview times will be from 10:00 am - 11:30 am and from 1:00 pm - 3:30 pm. Interviews should last between 15-25 minutes
- Make an offer to your student, and/or be prepared to consider another student if your top choice has already accepted another position
- Once the student has accepted your offer, contact the other interviewees to let them know the position has been filled
- Send your student to Financial Aid to complete their paperwork
- Spend the majority of the student's first day discussing expectations, job duties, introducing them to other faculty/staff, etc.
- Conduct an informal review at the end of Fall semester, and conduct a formal review at the end of Spring semester. Forms are provided on the Work Study site. Please return these reviews to the Career Center

Site Request

How to Request a Work Study Student

The Work Study site: www.davidsonccc.edu/financial_aid/workstudy.htm should have all the most up to date forms and information for you and your student.

1. Download and complete the “Work Study Site Request” form. If you are having difficulty, contact the Career Development Center, so we can assist you in writing your job description
2. Email your completed application to CS@davidsonccc.edu.
3. You will be notified if your request for a student has been approved.

How Sites are Chosen

The Site Selection Committee is composed of two Financial Aid counselors, a representative from the Career Development Center and one representative from each school of learning.

This committee meets during the Site Request phase and considers all requests. Because of limited Work Study funding not all sites will be chosen. **Sites are approved for the academic year.**

What The Committee Considers

The Committee wants to know the following things:

- Has the site considered a project(s) or other task(s) that will help the student develop their skills (customer service, computer information, critical thinking, research)?
- Has the site supplied a thorough, detailed job description so the student is aware of their responsibilities?
- Will the student have adequate supervision?
- Other considerations that make the request an interesting learning opportunity for our students

When to Submit Your Site Request

All faculty/staff wishing to supervise a Work Study student should submit their application by **Friday, March 18.**

Announcing Your Position

If your request is approved then your job description will be posted to the Work Study web page. Students will be able to review your job descriptions and will be instructed to email their applications to you.

From there, your office can determine which students you wish to interview at the Work Study Interview Day. The interview day is scheduled for Friday, April 29 2011 in the Conference and Training Center on the Davidson Campus.

Eligible Students

Eligible students must have completed the FAFSA form and be eligible for Work Study funds. If a student is not eligible then they cannot be hired. If a student is unsure they should speak with a Financial Aid counselor.

The minimum GPA for Work Study students is 2.0.

Students who are currently on academic probation are ineligible for Work Study funds.

Attracting Good Candidates

A detailed job description is KEY to attracting attention and receiving applications from qualified students. Information you provide about your department, the job/tasks, skills and experience a student may gain from working in this position will increase interest from eligible candidates. Information on the guidance, direction, and feedback you will provide will be helpful to the student's success.

Feel free to announce your positions to students in your classes and via email.

NOTE: Always be sure to include student eligibility when discussing open Work Study positions with students.

What Happens If I Receive No Applications?

Your site request is active for one year. If no students respond to your position, it will remain active until it is filled or the approval expires. You may want to consider editing your job description, and/or consider adding detail to your job responsibilities.

Keep in mind that there will be students, especially first year students, who miss the Spring deadlines. Your position would still be considered active and you may find a candidate from this group.

Selection

Work Study Interview Day

The Work Study Interview Day will be held on Friday, April 29 in the Conference Center on the Davidson Campus. This event will allow you to interview all of your prospective Work Study students on the same day.

As applications come in, review them thoroughly and make arrangements for the students to meet you on April 29. Interviews should take between 15-25 minutes from 10:00 am -11:30 am and from 1:00 p.m. - 3:30 p.m..

We encourage you to involve several members of your office, or other colleagues to help you review applications and interview students. There will be a break room for faculty/staff and lunch will be scheduled between 11:30-1:00. If you need assistance creating suitable interview questions, contact the Career Development Center.

The Interview Day schedule will be emailed to you, and will be available on the Work Study web page.

Extending Offers

If you interview a student you would like to hire, contact and refer them to the Financial Aid office so they can complete their paperwork.

Understand that students may have to choose between multiple offers. Please allow them a reasonable amount of time to decide and go with your second choice if applicable. Also, be sure to contact any students you interviewed but did not select so they may accept another position if offered.

Interviews After April 29

If you need to interview students after the April 29 event feel free to schedule them at your convenience. **No official event is planned for the Fall semester.**

Open Competition Model

Positions are posted as “open competition”. Any eligible, qualified candidate can apply to a position and should have an equal chance of being hired. Supervisors are asked to read and consider all submitted applications. Please avoid pre-selecting, or giving an applicant the impression that he or she may have the position before the process is completed. Otherwise, it may appear inappropriate and unfair.

Encourage students you have in mind, or have worked with previously, to apply for your position as well as others that may interest them. This way all faculty/staff have the opportunity, and equal chance, of hiring an excellent Work Study student.

Next Steps

The First Day

It is very important that you and your student worker discuss a number of important topics on their first day.

- Define your expectations and the job description
- Discuss the student's schedule and when they are needed
- Review the pay process and completion of time sheets
- Explain how you wish the student to notify you of an expected or unexpected absence (telephone, email, text message)
- Discuss professional conduct, dress, and interacting with others, including harassment policies
- Explain confidentiality and computer usage agreements (if applicable)

Student Evaluations

Student evaluations are critical to help the student grow confident in their abilities.

- The Student Evaluation form is available on the Work Study web page. Please use this form as it is critical for Work Study data collection and learning outcomes
- Conduct an informal evaluation before the end of Fall semester
- Conduct a formal review at the end of the Spring semester
- Return the form to the Career Services office

Termination

Students may voluntarily terminate their jobs at any time. Reason may include:

- Course work overload
- Class scheduling conflicts
- Better job opportunities
- Graduation
- Co-Op or Internship opportunity
- Conflict with employer or co-workers

Supervisors may terminate students' jobs **WITH** notice for a number of reasons including:

- The Federal Work Study maximum has been met. Federal regulations state that the College may elect to not provide assistance in excess of their computed financial need.
- Discrimination on the job
- Lack of departmental funding
- Scheduling conflicts

Supervisors have the right to terminate student employees **WITHOUT** notice for students found to be in violation of College behavioral standards. Some violations include, but are not limited to:

- Frequent Tardiness
- Reluctance or failure to meet job requirements
- Disclosure or use of confidential information for ANY personal reason
- Time card falsification
- Excessive visiting with friends during work hours
- Excessive use of telephone (College's or cell phone) for personal calls
- Failure to report to work without supervisor notification
- Theft of College property
- Improper use of College property, computer systems, etc.
- Use of Drugs or Alcohol during or immediately prior to the work shift
- Physical and/or verbal abuse
- Threatening behaviors

Dismissal Guidelines

If a student's performance is not satisfactory and has not been resolved, supervisors should draft a written warning which:

- States the nature of the problem
- States how the supervisor and student will address the problem
- Is clearly dated—month, day and year
- Is signed by both supervisor and student

After two such warnings the student can be dismissed from the job.

Supervisors may enforce more rigid guidelines, as long as those guidelines are communicated, in writing, when the student is hired.

Retain notes and warnings for possible future needs. Please attach a copy of any warning letters to the student's Formal Evaluation at the end of the year.

Other Responsibilities

Time Sheets

Time sheets are due within five days of payday. Pay dates are the last working day of the month. Review your student's time sheet then submit it to the Financial Aid Office. Remember, time sheets must be signed by the supervisor and student before submission.

Pay Dates

Work Study pay dates are the same as regular state employees, which is generally the last working day of the month.

Direct Deposit

Work Study Students are eligible for Direct Deposit. The student will need to complete the appropriate paperwork in the Human Resources office in Mendenhall.

Hours Worked Per Week

Generally, Work Study students can work between 10-15 hours per week. At times, there may be additional hours available. Check with the Financial Aid office if your Work Study wishes to work more hours than scheduled.

Holidays and Breaks

If funds are available students may work during academic breaks (fall or spring break). They may not work during any time the college is officially closed (inclement weather, state holiday etc).

Supervisors must be present if students are able to work during an academic break. Supervisors should designate who the student will report to during your absence. If no designee is available to supervise in your absence the student is not eligible to work.

Final Exam Week

Students may work during their final exam week. Ask the student to provide you with their exam schedule so work arrangements can be made.

Important Dates!

- Deadline to submit Site Request form: **Friday, March 18**
- Work Study Positions are posted: **Friday, April 1**
- Student Applications available: **Friday, April 8**
- Last day students may contact sites to schedule interviews: **Wednesday, April 27**
- Work Study Interview Day: **Friday, April 29** in the Conference Center, Davidson Campus
- Notifications should be sent out: **May 2-6**
- First Day of Fall 2011: **Wednesday, August 17**
- Informal reviews should be completed before: **Thursday, December 15** (last day of Fall 2011 exam week)
- Formal reviews should be completed and submitted to the Career Development Center by: **Thursday, May 10, 2012** (last day of Spring 2012 exam week)
- Your site selection approval expires on **Thursday, May 10, 2012**
- The 2012-2013 Work Study selection process will begin in February 2012. More information will be provided in January 2012.

Links

Faculty/Staff Site Request:

http://www.davidsonccc.edu/pdfs/FinAid_OnlineWSRequest.pdf

Student Evaluation:

http://www.davidsonccc.edu/pdfs/FinAid_StudentPerformance.pdf

Work Study Time Sheet:

http://www.davidsonccc.edu/pdfs/FinAid_WorkStudyTime.pdf

General Work Study Web Site

http://www.davidsonccc.edu/financial_aid/workstudy.htm

