

**Union Institute & University Federal Work Study On-Campus Job Description 2011-2012**

DEPARTMENT: \_\_\_\_\_ RATE OF PAY: \_\_\_\_\_

HIRING SUPERVISOR: \_\_\_\_\_ TITLE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

PROPOSED SCHEDULE:

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JOB DESCRIPTION:

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**FWS Supervisor Responsibilities**

A FWS supervisor is entrusted with federal dollars to employ FWS Students. The FWS program offers no sick leave, compensatory time, vacation or holiday pay. Students are employed under an hour's pay for an hour's work arrangement. FWS Students are required to sign in and out on the electronic timesheet via Ultipro. FWS supervisors are required to complete, review and approve the time sheet for each payroll period. FWS supervisors are required to monitor a student's earnings to ensure that he or she does not earn more than their FWS award amount. Upon hiring a FWS student the FWS supervisor is responsible for establishing a clearly defined work schedule that is compatible with the time requirement of both the student and the department. The FWS supervisor is responsible for conducting a FWS job orientation to include: an overview of the office structure and office rules and regulations; the student's job responsibilities; grounds for disciplinary action; and whom to call if sick or time-off is needed. FWS supervisors should also monitor and evaluate a FWS student's work performance on a regular basis. A FWS supervisor has the right to dismiss a student for unsatisfactory work performance. This includes but is not limited to: repeated failure to comply with the agreed work schedule; unwillingness to accomplish assigned tasks; insubordination or lack of cooperation which results in disturbing other workers or work progress. The Financial Aid Office must immediately terminate a student's FWS employment upon determination that the student no longer meets eligibility requirements. Changes in eligibility may result from: change in enrollment status, failure to maintain satisfactory academic progress; receipt of additional resources which were not known at the time of the FWS award. A FWS recipient may not begin work until the Financial Aid Office has approved their FWS On-Campus Contract which must be completed by both the student and FWS Supervisor.

**Hiring Supervisor signature:** \_\_\_\_\_ **Date** \_\_\_\_\_