



FEDERAL WORK STUDY POSITION AVAILABLE!

Federal Work Study (FWS)

Presented by: Leroy Trower (FWS) **Coordinator**



AGENDA

1. Purpose
2. Mission Statement
3. What is FWS?
4. Eligibility
5. FWS Student Vs. Student Assistant
6. Responsibilities as Managers
7. Useful Tools



PURPOSE

- Communicate expectations of FWS program
- Raise standards
- Break down barriers
- Develop Mini ME's



MISSION STATEMENT

Our mission is to provide student with opportunities for on and off campus employment , that match their interests and skills which will help them to grow personally and professionally.



WHAT IS FWS?

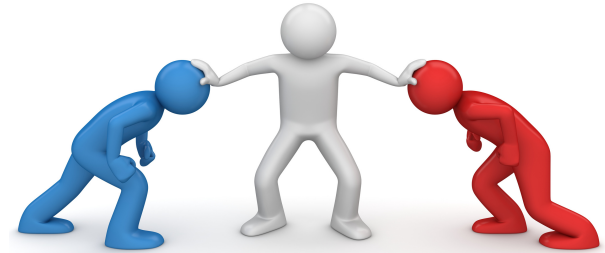
- Program was created under the Economic Opportunity Act of 1964.
- Provides part-time jobs for undergraduate/graduate students w/financial need.
- Is available to full-time or part-time students.
- Program encourages community service work and work related to the student's course of study.



Eligibility



- Cumulative 2.0 GPA
- Admitted to VSU and enrolled for 6 hours or more.
- Must not be holding another classification, such as Temporary Laborer or Graduate Assistant.
- Must not work more than 30 hours per week in the fall and spring semester, and no more than 39 hours per week in the summer.
- Must be in compliance with Financial Aid Regulations



FWS STUDENT vs. STUDENT ASSISTANT

FWS Student-Federally Funded	Student Assistant-Department Funded
Amount of hours that can be worked	Amount of hours that can be worked
Pay Rate- \$ 7.25	Pay Rate- Variable



QUESTIONS

What do you think are your roles and responsibilities as managers to FWS students?





COMMON SUPERVISOR PROBLEMS

- Failure to use common supervisory skills ie. Listening, communicating, etc.
- Lack of responsiveness to administrative/clerical tasks
- Failure to define job, establish goals, or set expectations
- Failure to adequately train students on job tasks and skills
- Failure to be sensitive to the personal and academic needs of students
- Failure to help students develop habits and attitudes that reflect positively on the institution
- Getting supervisors to see students as real employees
- Failure to provide ongoing feedback and evaluation
- Inefficient use of student employee's time and talents



USEFUL TOOLS

Calculator

FWS Remaining Award Calculator		
Award Amount	\$ 1,750.00	
Rate of pay	\$ 7.25	
Total Hours worked (cumulative semester amount)		
Remaining \$\$	\$ 1,750.00	
Remaining Hours Available	241.37931	



USEFUL TOOLS

Calculation Spreadsheet – Go to Budget Services webpage and click FY17 Budget Tracking

<http://www.valdosta.edu/administration/finance-admin/financial-services/budget-services/welcome.php>

John Doe Work Study Student				Budget Remaining (Calculated)	Estimated Available (Calculated)	Estimated Remaining hrs at 7.25/hr (Calculated)
Date	Description	Expenditures	Estimated or Outstanding Items			
8/17/2015	Award			\$ 1,750.00		241
8/21/2015				\$ 1,750.00	\$ 1,750.00	241
9/4/2015		\$ 228.38		\$ 1,521.62	\$ 1,750.00	241
9/18/2015		\$ 222.94		\$ 1,298.68	\$ 1,521.62	210
10/2/2015		\$ 253.75		\$ 1,044.93	\$ 1,298.68	179
10/16/2015		\$ 244.69		\$ 800.24	\$ 1,044.93	144
10/30/2015		\$ 317.19		\$ 483.05	\$ 800.24	110
11/13/2015		\$ 317.19		\$ 165.86	\$ 483.05	67
11/27/2015		\$ 424.13		\$ (258.27)	\$ 165.86	23
12/11/2015		\$ 384.26		\$ (642.53)	\$ (258.27)	-36
12/25/2015				\$ (642.53)	\$ (642.53)	-89
	Award			\$ 1,750.00	\$ -	0
1/22/2016		\$ 87.00		\$ 1,663.00	\$ 1,750.00	241
2/5/2016		\$ 279.13		\$ 1,383.87	\$ 1,663.00	229
2/16/2016		\$ 268.25		\$ 1,115.62	\$ 1,383.87	191
3/4/2016		\$ 300.88		\$ 814.74	\$ 1,115.62	154
3/18/2016			\$ 290.00	\$ 524.74	\$ 524.74	72
4/1/2016			\$ 290.00	\$ 234.74	\$ 234.74	32
4/15/2016			\$ 290.00	\$ (55.26)	\$ (55.26)	-8
4/29/2016			\$ 290.00	\$ (345.26)	\$ (345.26)	-48



USEFUL TOOLS

- Student Employee Performance Evaluation
- Work-Study Supervisor Agreement



WHAT HAVE
YOU
LEARNED ?



Got work study questions:

Email: Irtrower@valdosta.edu

Main phone line: (229) 333-7592

Website:

<http://www.valdosta.edu/admissions/financial-aid/federal-work-study-program.php>

