

TO: Department Heads, Key Personnel, and Current Employers of Federal Work Study Students

FROM: University Office of Student Financial Aid

SUBJECT: The Federal Work Study Program

DATE: March 18, 2011

The University Office of Student Financial Aid of Thomas Jefferson University is seeking on-campus and community service Federal Work Study jobs for 2011-2012.

Benefit to the Department and University – The Federal Work Study Program provides low cost student employment to University employers and the surrounding community. The Federal Work Study Program provides qualified student employees to work in the department or in community based programs. The department or agency assumes financial responsibility for only 25% of the students' earnings. The Federal Work Study Program pays the remaining 75%. In regards to literacy programs, the work study program will fund 100% for the student working.

Benefit to the student – The Federal Work Study Program provides students with the opportunity for employment to help meet educational expenses while providing hands-on opportunities that will enrich their educational experience.

Benefit to the Community – The Federal Work Study Program will provide interested, committed, and qualified students for community based projects on and off campus. Work Study students can make a difference in many areas of our community by providing their time and knowledge to those who would not normally receive this care. Community service positions currently include the Bridging in the Gaps program and JeffREADS. The JeffREADS Program employs students in various programs teaching literacy to elementary-aged school children. The Federal Work Study Program will pay students employed as elementary school literacy tutors with no cost to the employing department or community service.

How to submit a job description – Please complete the enclosed job description form for job openings as of July 1, 2011. This job description form should be returned by May 30, 2011 to the University Office of Financial Aid, Room G-1 of the College Building.

It is our hope that you will consider the Federal Work Study Program to assist in meeting the needs of your department and any community based programs you administer.

If you have any questions on the Federal Work Study Program, please do not hesitate to contact the University Office of Student Financial Aid at (215) 955-2867.

FEDERAL WORK STUDY POSITION DESCRIPTION FORM

- A. **DEPARTMENT** - Indicate employing department;
- B. **SUPERVISOR NAME** - Please complete this item with the name of the person who will be in direct supervision of the student(s)
- C. **LOCATION, TELEPHONE, FAX** - Please provide supervisors location, telephone and FAX number
- D. **CHARGE CODE** - Charge code is needed for payroll purposes for departmental 25% match
- E. **DEPARTMENTAL AFFILIATION** – For payroll purposes, it is important to know whether a work study student is employed within Thomas Jefferson University Hospital, Thomas Jefferson University or Jefferson University Physicians.
- F. **POSITION TITLE** – Please indicate the position title of the open position so that the Financial Aid Office can match the position to the student. Please refer to the enclosed “Salary/Position Scale” sheet.
- G. **DESCRIPTION OF POSITION** - Please indicate in the space provided as much information about the position, required duties, responsibilities, and, if applicable, information regarding the project that the student may be assisting. It is recommended that you provide as much information about the position as possible in order that students may be accurately matched to jobs.
- H. **EMPLOYMENT UNDER THIS DESCRIPTION** - Please indicate whether you are currently employing anyone under this identical job description and whether they are being paid a wage different to the Federal Work Study program. If so, salaries must be adjusted to be consistent. Also, if you are currently employing a FWS student and would like them to return to this position, please indicate the student(s) name(s).
- I. **NUMBER OF STUDENTS NEEDED** - This job description will be kept on file until July 1, 2011. Please indicate how many students you will need to fill this position for summer and the academic year (if applicable).
- J. **TIME REQUIREMENT** - Please indicate how many hours you require to fill this position. It is suggested that students do not work more than 40 hours a week during the summer and no more than 20 hours a week during the class year. On average, students realistically work no more than 5-15 hours a week during the class year.
- K. **PREFERRED WORK TIMES** – Please indicate when you would prefer a student to work in your department. This is used to assist in the placing of a student.
- L. **SPECIAL SKILLS** – If your position requires special skills, please indicate them in item L.
- M. **POSITION SPECIFIC DUTIES** – Please indicate whether the position requires any of duty in item M.
- N. **DRUG TESTING** - Please indicate whether your department desires drug testing of the student for this position.
- O. **CRIMINAL BACKGROOUND CHECK** – Please indicate whether your department desires criminal background checks for this position.
- P. **COMMUNITY SERVICE** - Please indicate whether this position is a community service position. The Financial Aid Office is required to track the FWS funding used for community service.

Please return completed Job Description form to the University Office of Financial Aid, 1025 Walnut Street, Room G-1
College Building, Phila., PA 19107 Phone (215) 955-2867

THOMAS JEFFERSON UNIVERSITY
JEFFERSON MEDICAL COLLEGE
JEFFERSON SCHOOL OF HEALTH PROFESSIONS
JEFFERSON COLLEGE OF GRADUATE STUDIES
JEFFERSON SCHOOL OF NURSING
JEFFERSON SCHOOL OF PHARMACY
JEFFERSON SCHOOL OF POPULATION HEALTH

**FEDERAL WORK-STUDY
SALARY/POSITION SCALE
2011-2012**

The following job categories are available for FWS employees. Salaries reflected are the gross amount, of which employers would only pay 25%. Some positions employ students from certain Colleges in the University as noted under each job title (JMC = Jefferson Medical College, JSHP = Jefferson College of Health Professions, JCGS = Jefferson College of Graduate Studies, JSN = Jefferson School of Nursing, JSP = Jefferson School of Pharmacy, JSPH = Jefferson School of Population Health). Employers may use this guide when completing the job description forms, and are reminded that they can recruit students from more than one college.

| | | | |
|-----------------------------------|------------|------------------------|-----------|
| Community Service Intern | \$13.00/hr | Laboratory Aide | \$9.50/hr |
| (JMC, JSHP, JCGS, JSN, JSP, JSPH) | | (JSHP, JCGS, JSN, JSP) | |

May be on or off-campus. Provides services to local non-profit, governmental, and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These services include such fields as health care, child care, literacy training, education, welfare, social service, transportation, housing and neighborhood improvement, public safety, crime prevention, recreation, rural development, and community improvement.

Perform routine procedures to assist in smooth operation of laboratory. Duties may include: washing of laboratory ware, research work, assist in conducting experiments and other duties as assigned.

| | |
|------------------------------|------------|
| Student Researcher | \$12.00/hr |
| (JMC, JSHP, JCGS, JSP, JSPH) | |

Must possess a bachelor's degree. Perform duties related to research requested by supervisor. Individual must be self-directed and highly motivated. Must have the ability and knowledge to research and document pertinent material. This position may also require utilization of advanced computer skills.

| | |
|------------------------|-----------|
| Office Aide | \$9.50/hr |
| (JSHP, JCGS, JSN, JSP) | |

Provide clerical support through the performance of general office skills. Individual to assist with any of the following: filing, photocopying, preparing mailings, answering phones, light typing, audio-visual, word processing, billing, and other duties as assigned.

| | |
|-------------------------|------------|
| Technical Aide | \$11.00/hr |
| (JMC, JSHP, JCGS, JSPH) | |

Must possess a bachelor's degree. Involves direct patient contact. Students must be trained in the utilization of equipment and/or the performance of required procedures to test TJUH patients.

| | |
|--------------------------|-----------|
| Recreational Aide | \$9.50/hr |
| (JSHP, JCGS, JSN, JSP) | |

Perform tasks that provide recreational services. Employed and supervised by the Blue Cross Blue Shield Wellness Center Manager as a lifeguard, issue counter aide, recreational facilitator, and other duties as assigned.

| | |
|------------------------------|------------|
| Tutor | \$12.00/hr |
| (JMC, JSHP, JCGS, JSP, JSPH) | |

The duties of this position involve assisting fellow students in the learning process.

THOMAS JEFFERSON UNIVERSITY
FEDERAL WORK STUDY PROGRAM POSITION DESCRIPTION FORM

(Instructions for completing this form are attached.)

- A. **Department:** _____
- B. **Supervisor Name:** _____
- C. **Dept. Location/Telephone/FAX #:** _____
- D. **Departmental Charge Code:** _____
- E. **Departmental Affiliation:** TJU Hospital _____ Jefferson Univ. Physicians _____ TJU _____

NOTE: STUDENTS MAY ONLY WORK ONE JOB AT TJU, TJUH, JHS OR JUP. FEDERAL WORK STUDY STUDENTS MAY NOT HAVE ALTERNATE JOBS.

- F. **Federal Work Study Position Title** (Please select one that best describes your position; see enclosed "Salary/Position Scale")
- _____ Office Aide _____ Laboratory Aide _____ Student Researcher * _____ Tutor
- _____ Community Service Intern _____ Recreational Aide _____ Technical Aide *
- * Student must already have a prior bachelor's degree for these positions.

- G. **Description of Duties and Responsibilities of the Position** **(PLEASE BE SPECIFIC):**

- H. **Do you currently have anyone employed under this job description?** ___ yes ___ no **If yes, at what hourly wage?** ___
If applicable, please indicate the TJU student(s) you expect to return to this position. _____

- I. **How many students are needed to fill this position?**
- Summer, 2011 _____ Academic Year, 2011-2012 _____

- J. **Estimated Time Requirement Attached to this Position:**

1. Summer, 2011 _____ hours per week. **PLEASE NOTE:** If at all possible, it is very important that summer positions employ students for a minimum of 25 hours per week.
2. Academic Year, 2011-2012 _____ hours per week. (20 hour per week suggested maximum/ no minimum)

- K. **When are the preferred times that the student may work this position?**

Weekday mornings _____ Weekday afternoons _____ Weekday Evenings _____ Weekends _____

Is this position flexible so that the student may only work off-hours? (before 9 am and/or after 5 pm) ___ Yes ___ No

- L. **Are special skills or previous experience required for this position?** If yes, what? _____

- M. **Does this position involve the following** (Please check all that apply):

Patient Care **Handling of Cash** **Access to Sensitive Data** **A Safety Sensitive Function**

- N. **Do you require that potential candidates be drug tested by Jefferson Health Services?** ___ Yes ___ No

- O. **Do you require that Human Resources conduct criminal background checks for candidates?** ___ Yes ___ No

- P. **Is this a community service position?** _____ Yes _____ No

Supervisor's Signature

date

Supervisor's printed name

**Please Return this Form To: University Office of Financial Aid, 10 25 Walnut St,
Room G-1 College Bldg., Phone (215) 955-2867**

(Please note: All Position Description Forms must be updated every July 1. Feel Free to duplicate this form if you have more than one available position.)

DEPARTMENTAL AGREEMENT FORM

**Please Return this Form to the University Office of Financial Aid, 1025 Walnut Street,
Room G-1 College Bldg., Philadelphia, PA 19107 Phone (215) 955-2867**

Department:

Type of Position (e.g., office aide, lab,
research, community service etc.):

Supervisor's Name:

Department Address/Phone Extension

I agree to the terms of the guidelines that govern the Thomas Jefferson University Federal Work Study Program. I understand that failure to adhere to the guidelines may cause a student's wages to be charged back to my departmental budget at 100%. By signing this Job Description Form, I authorize the use of the charge code provided. I am fully aware that this charge code will be used to fund the 25% portion of the student's wage according to the regulations of the Federal Work Study Program. My signature on this job description also acts as an acceptable form of approval for the Position Authorization Request forms used to hire Federal Work Study students under the charge code provided on this form. In the event that I am unable to provide further signature, the accompanying signatures on this form are sufficient in providing departmental approval for the hiring of Federal Work Study students under the provided charge code.

SUPERVISOR'S SIGNATURE

DATE

DEPARTMENT HEAD'S SIGNATURE

DATE

**FEDERAL WORK-STUDY
STUDENT EMPLOYMENT FACT SHEET
2011-2012**

Student Wage Range

\$9.50 for students without a previous bachelor's degree.
\$9.50 to \$14.00 for students who already possess a bachelor's degree.
\$13.00 for students employed in community service.

Payment of Salary

Your department pays only 25% of the student's salary. The Federal Government pays the remaining 75%. **(The 25% share may not come from certain types of Federal Funding.)**

Examples: Student earns \$9.50 per hour. You pay only \$2.38.
 Student earns \$12.00 per hour. You pay only \$3.00.

Timekeeping Responsibilities

Timekeeping is kept by the University Office of Financial Aid.

Employment Possibilities

Student can be hired in any *not-for-profit* department or agency. However at this time, only on-campus positions can be considered. If the department is *for-profit*, then the department pays 50% of the student salary.

Employee Placement

The University Office of Financial Aid handles placement of all students.

JSHP, JSN, JSP, JSPH AND JCGS students are automatically matched to the same job each year unless otherwise specified by the employer.

Jefferson Medical College students choose a FWS position from job descriptions on file in the Jefferson Medical College FWS Job Bank or create a job for themselves by approaching a faculty member or department and request a Work-Study position.

Restrictions on Student Earnings

The total amount a student may earn is determined by the University Office of Financial Aid as set in the student's FWS award.

Students are urged not to work more than 20 hours per week during the academic year; and no more than 40 hour per week during vacation and summer periods.

Alternate Jobs

Federal Work-Study Students are not permitted to be employed in more than one job within Jefferson.

FEDERAL WORK STUDY **FREQUENTLY ASKED QUESTIONS**

1. WHAT IS THE COST TO MY DEPARTMENT?

The employing department pays only 25% of the student's salary. The Federal government pays the remaining 75%.

For example, an Office Aide earns \$9.50 per hour. Federal Work Study pays \$7.125 and you pay only \$2.375 per hour.

2. CAN I REQUEST A WORK STUDY STUDENT TO ACCOMMODATE A PRE-ESTABLISHED SCHEDULE?

No. The student's first priority is their schoolwork, which obviously includes class attendance. Consequently, it is not possible to hire a work study student whose academic responsibilities will readily conform to the department's pre-established schedule.

3. CAN I REQUIRE MY WORK STUDY STUDENTS TO WORK A MINIMUM NUMBER OF HOURS EACH WEEK?

In completing the enclosed job description form, we ask the department to indicate the number of hours the student will be required to work each week. In matching students with departments, every attempt is made to locate student personnel whose academic schedule is conducive to the departmental hourly needs.

In cases where the perfect match does not occur, an alternative that is used by some departments is to hire more than one work study student, and set up a job sharing plan that will allow the departmental hourly requirement to be met. For example, if you want to hire a work study student for 20 hours, the position could be filled by two work study students each working 10 hours a week.

4. ONCE I KNOW HOW MANY HOURS A WEEK A STUDENT IS ABLE TO WORK, CAN I ASK THEM TO SET UP A SCHEDULE AND REQUIRE THAT THEY MAINTAIN THE SAME SCHEDULE?

Yes, we encourage departments to have their work study student set up a schedule at the beginning of their employment. However, recognizing that academic responsibilities change, we also encourage flexibility especially during exam periods.

5. CAN WORK STUDY STUDENTS WORK NIGHTS AND WEEKENDS?

Yes. As long as the hours are conducive to the student's schedule. Nights and weekends are actually preferred by some students, as class schedules do not always allow for free time between 9 a.m. and 5 p.m.

6. CAN A WORK STUDY STUDENT WORK FULL TIME DURING VACATION PERIODS?

Yes.

7. CAN A WORK STUDY STUDENT HAVE AN ALTERNATIVE JOB?

No. Students may only work one job at TJU, JHS and Jefferson University Physicians.

8. ARE STUDENTS FROM ALL SCHOOLS PLACED IN ALL POSITIONS?

The Community Service Intern position is the only position that may be filled by students from all three colleges. Student Research and Technical Aide positions require students to have a prior Bachelor's Degree. Laboratory Aide, Office Aide and Recreational Aide positions are typically filled by students from the Jefferson School of Health Professions and the Jefferson College of Graduate Studies.