



Federal Community Service Work Study Employer Guidelines



Eligibility/Federal guidelines state:

1. The job/internship must have a direct impact on improving the quality of life in the community.
2. The organization must be a non-profit or service organization
3. The student must have a Federal work study award
4. The position must be non partisan in nature
5. A contract must be signed between the employer and Wilmington College

Hiring a Student

1. Send a job description to the Wilmington College Center for Service and Civic Engagement so the position can be advertised to students (email: tara_lydy@wilmington.edu)
2. You must wait for the Center for Service and Civic Engagement to provide you with a list of interested student candidates. **Please DO NOT hire the students without contacting our office.**
3. Once you have received the list of students, you are free to arrange interviews and select the student you wish to hire. **EACH SITE MAY ONLY HIRE ONE STUDENT.**
4. Fill out a Federal Community Service Work Study Agreement Form, and attach a job description to the back.
5. The Director for Service and Civic Engagement will review the documents to ensure that the job meets federal guidelines.
6. The contract is between Wilmington College and the employer.
7. The employer agrees to pay/pick up any transportation cost (to and from the work site should the student not have access to transportation).
8. The Federal government pays \$7.70/hour for the student salary.
9. Once the contract is signed, the student may begin to work if the student has completed all necessary paper work in both the Center for Service & Civic Engagement as well as the Wilmington College business office.
10. Generally a student receives an \$875.00 work study award each fall and spring for a total of \$1750.00 per academic year. (These are general guidelines, and the work study award may vary) Student availability usually breaks down to approximately 6-7 hours a week. Once a student uses their award they are no longer permitted to turn in time cards. The student may then be asked to continue to volunteer for the agency or the agency may keep the student by agreeing to pay their salary.

Monitoring Student Hours

1. Time cards are provided for the student to track work hours.
2. Time cards may be picked up in the Center for Service and Civic Engagement and run on a 2-week pay period.
3. Please sign the student time card at the end of the pay period verifying the hours worked. Time cards **MUST** be turned into the Center for Service and Civic Engagement by 8:00 AM Monday morning following the completion of the 2 week work time frame. **DO NOT TURN IN CARDS TO THE WC BUSINESS OFFICE.** The first time card will be due: Monday, September 3, 2011, however since this is Labor day the card will be due on Friday, Sept. 2nd.
4. The employer is responsible for paying 100% of the student salary should the student exceed his work study award/allotted hours. Please communicate with your work-study student and or the Center for Service & Civic Engagement to verify how many hours your student can work.

Examples of Community Service Work-Study

- College students tutor or mentor younger children in school, after-school, childcare, or faith-based settings.
- College students plan and conduct “friendly visitor” or health-related programs for senior citizens.
- College students work with local park and recreation depts. on tree-planting, river clean-up, or youth programs.
- College students coordinate other volunteers.
- College students work for arts or history organizations doing fundraising, in galleries, or as interpreters.
- College students assist nonprofit organizations with technology, e.g., web design, database work, etc.
- College students serve as office assistants by filing, answering phones, etc.

Special guidelines:

- Work-study students may not lift or transport, including in private vehicles the residents or clients of any program.
- Work-study students are not to be put in any type of danger including work on scaffolding, high ladders or rooftops.
- If you have a project which may pose a threat to the work-study student, please notify the Center for Service and Civic Engagement before proceeding.

Benefits of Community Service Work-Study

For Students:

- Balance need to work with interest in community service
- Skills, networks, career exploration

For Community:

- Affordable employees for longer period than traditional volunteers or service-learning students
- Relationship with the college or university can extend to other areas and resources

For Institutions:

- Strengthen campus-community relations and partnerships
- PR