

EMPLOYER HANDBOOK

OFF-CAMPUS WORK STUDY PROGRAM

**BROUGHT TO YOU BY
THE OFFICE OF CAREER ADVISING AND
DEVELOPMENT**

OCWS@LEMOYNE.EDU



Table of Contents:

PROGRAM OVERVIEW	1
BECOMING AN OFF-CAMPUS WORK STUDY PARTNER	2
Initial Evaluation	2
Program Agreement	3
Submitting a Job Description	4
Hiring an Off Campus Work Study Student	4
Student Wages	4
Hiring Best Practices	5
Timesheets	5
Evaluation Best Practices	5
GUIDELINES FOR CURRENT OFF-CAMPUS WORK STUDY PROGRAM PARTNERS	6



Program Overview

The Off-Campus Work Study (OCWS) Program is designed to give Le Moyne College undergraduate students the opportunity to work with community-based organizations across Syracuse, while earning pay, important skills, and experience through their Federal Work Study (FWS) Award.

The program aligns with Le Moyne's commitment to the education of the whole person and creating effective change in the community. It supports students in their pursuit of academic excellence while having a part-time job that will provide them with meaningful professional experience.

Advantages to Partner Organizations:

- Connections to talented Le Moyne students seeking part-time opportunities.
- Student wages subsidized by the government. In most cases nonprofit employers will pay 25% of student wages at a minimum wage rate. For profit organizations will pay at least 50% of student wages.
- Transportation costs for students are reimbursed for positions that qualify as Off-Campus Work Study positions in Syracuse, NY.
- Select tutoring positions are 100% covered by the federal share of compensation paid to students.



BECOMING AN OFF-CAMPUS WORK STUDY PARTNER

FWS eligible students can be employed off campus by;

- Federal, state, or local public agencies; or
- Certain private nonprofit or for-profit organizations.

"Off-Campus FWS jobs with federal, state, or local public agencies or private nonprofit organizations must be in the public interest."

"Off-Campus FWS jobs with private, for-profit organizations must be academically relevant to the maximum extent possible." (Federal Student Aid, 2018)

Examples of qualifying opportunities serving in the public interest include, but are not limited to, rehabilitation of park and recreation areas, service in state, local, and regional government agencies, neighborhood improvements, literacy training, work in daycare centers, nursing homes, senior centers and nursing homes.

Initial Evaluation:

This program is led by The Office of Career Advising and Development at Le Moyne College. If you are interested in finding out if this program is a good fit for your organization, please reach out to the OCWS Program Lead, Aaliyah Ford, to schedule an initial consultation.

Aaliyah can be reached via ocws@lemoyne.edu.



Program Agreement

If determined eligible during the initial consultation and we mutually agree to move forward, your organization will be required to sign a Program Agreement with Le Moyne College outlining employer and Le Moyne College responsibilities. This agreement will be reviewed annually by the Le Moyne College OCWS program lead. College and partner commitments include the following:

Le Moyne Commitment:

- Refer students who are eligible for the FWS program
- Provide visibility to our students on eligible positions during the Academic Year
- Review program guidelines and employment best practices with students
- Notify employer if student is no longer eligible for the program

Community Based Partner Commitment:

- Provide detailed job description(s) to help students understand your organization and the skills required
- Capacity to review student applications and select students for posted part time positions in a timely manner
- For Community Based service positions, provide 25% of the student's hourly wages. Le Moyne College, through the support of the FWS Program, to provide the remaining 75%
- Provide a great workplace culture and consistent supervision for the students



Submitting a Job Description

A well-written job description provides Le Moyne College with the information it needs to assess your eligibility for the program and serves as an important resource for students to determine their interest in and fit for the position.

Qualifying job descriptions must include the following:

- Name of the position;
- Number of positions available;
- Name and address of the employer;
- Department in which the student will be employed;
- Location where the student will perform job duties;
- Name of the student's supervisor;
- Purpose of the role or position within the organization;
- Duties and responsibilities associated with the position and how they relate to the purpose or role;
- General qualifications for the position;
- Length of the student's employment;
- Evaluation procedures and schedules

Hiring an Off-Campus Work Study Student Student Wages

- Undergraduate students are paid FWS wages on an hourly basis. The current minimum wage rate in New York is \$15.00/hour.
- Students are authorized up to twenty hours per week, but cannot work more than they are allotted in their FWS award. It is up to the student to track their allotment and to communicate limits to the employer.



Hiring Best Practices

We highly recommend implementing a thorough interview process before employing one of our students. The OCWS Program is not a placement program. We commit to providing students who are eligible for the program, but we will not pre-select candidates for your organization.

Further, to ensure your student is given the tools needed for a successful start, we recommend giving students a workplace orientation and keeping the following in mind:

- Company safety rules
- Company policies and procedures to include review of timesheet procedure
- Overview of duties and responsibilities to include necessary job training
- Introduction to team members and peers
- Evaluation procedure

Timesheets

To log hours worked, students must go into Workday and record their own hours. This timesheet will be approved by Le Moyne College on a biweekly basis. Hours cannot exceed 20 hours per week. It is up to the student to track their FWS allotment and communicate limits to employers.

Evaluation Best Practices

To cultivate the professional growth of your student hire, we encourage honest, timely, and realistic feedback of your student workers. For some students, this may be their first professional experience. These OCWS job opportunities are seen as learning experiences for students. The evaluation process starts by creating realistic standards and goals and continues through timely and honest feedback.

- Explain the evaluation process early on and use it as a time to set realistic goals with your new student hire
- Provide timely feedback in a private setting and use a positive, encouraging tone to motivate open dialogue
- Keep notes on the student so you can cite specific examples of areas where the student is doing well or may need to improve
- Keep written record of the evaluation and provide the student with a copy
- Performance areas to consider include quality of work, work attitude, relationships with others, judgment, and professionalism



GUIDELINES FOR CURRENT OFF-CAMPUS WORK STUDY PROGRAM PARTNERS

If you have previously hired Le Moyne College students and have a current Program Agreement in place, you will receive an email in the Spring requesting positions for the following academic year.

All position descriptions can be emailed to Aaliyah Ford at ocws@lemoyne.edu. Aaliyah will post job descriptions on behalf of the employers and track applicants to ensure that students have FWS. Aaliyah will also screen students to ensure that they understand the job descriptions and hours required to work before sending them to the employer for an interview.

Employers must have a Handshake account.

To request an access to Handshake, visit <https://lemoyne.joinhandshake.com/login> or email careers@lemoyne.edu.

Thank you for participating in the Off-Campus Work Study Program. If you have any questions, please don't hesitate to reach out to Aaliyah Ford, ocws@lemoyne.edu.