

FLORIDA ATLANTIC UNIVERSITY

Federal Work-Study Evolution: Strategies for Student & Staff Engagement



Kelsie Conrad
Assistant Director, Federal Work-Study

Maria Faber
Fiscal Operations Officer



Members of the Association recognize that one of the purposes of the Association is to provide training and informational services to its members through training conferences and periodic written material. While the Association shall utilize its best efforts to provide its members with the most current information available, there can be no assurances or warranty that its interpretation of any rule, regulation or statute will be in conformance with any present or future interpretation of such rule, regulation or statute by any appropriate governmental authority.

Accordingly, each member shall hold the Association harmless from any claims, damages, or liability resulting from such member's use of any information, data, or interpretations as provided to such members by the Association.



ABOUT FLORIDA ATLANTIC

30,000+
students



170+
degree
programs

6 campuses
across 110 miles of coastline



200,000+
alumni

#1 most diverse
public university
in Florida



award-winning
undergraduate research



DRIVING STUDENT SUCCESS

As a **national leader in student achievement**, FAU excels at bringing higher education to underserved and underrepresented communities.

#26

for **Social Mobility**
U.S. NEWS &
WORLD REPORT



Degree Completion Award
ASSOCIATION OF PUBLIC AND
LAND-GRANT UNIVERSITIES



**Inspiring Programs
in STEM Award**
INSIGHT INTO DIVERSITY



#13

**Bachelor's Degrees
for African Americans**
*DIVERSE: ISSUES IN HIGHER
EDUCATION*

#40

**Bachelor's Degrees
for Hispanics**
*DIVERSE: ISSUES IN HIGHER
EDUCATION*

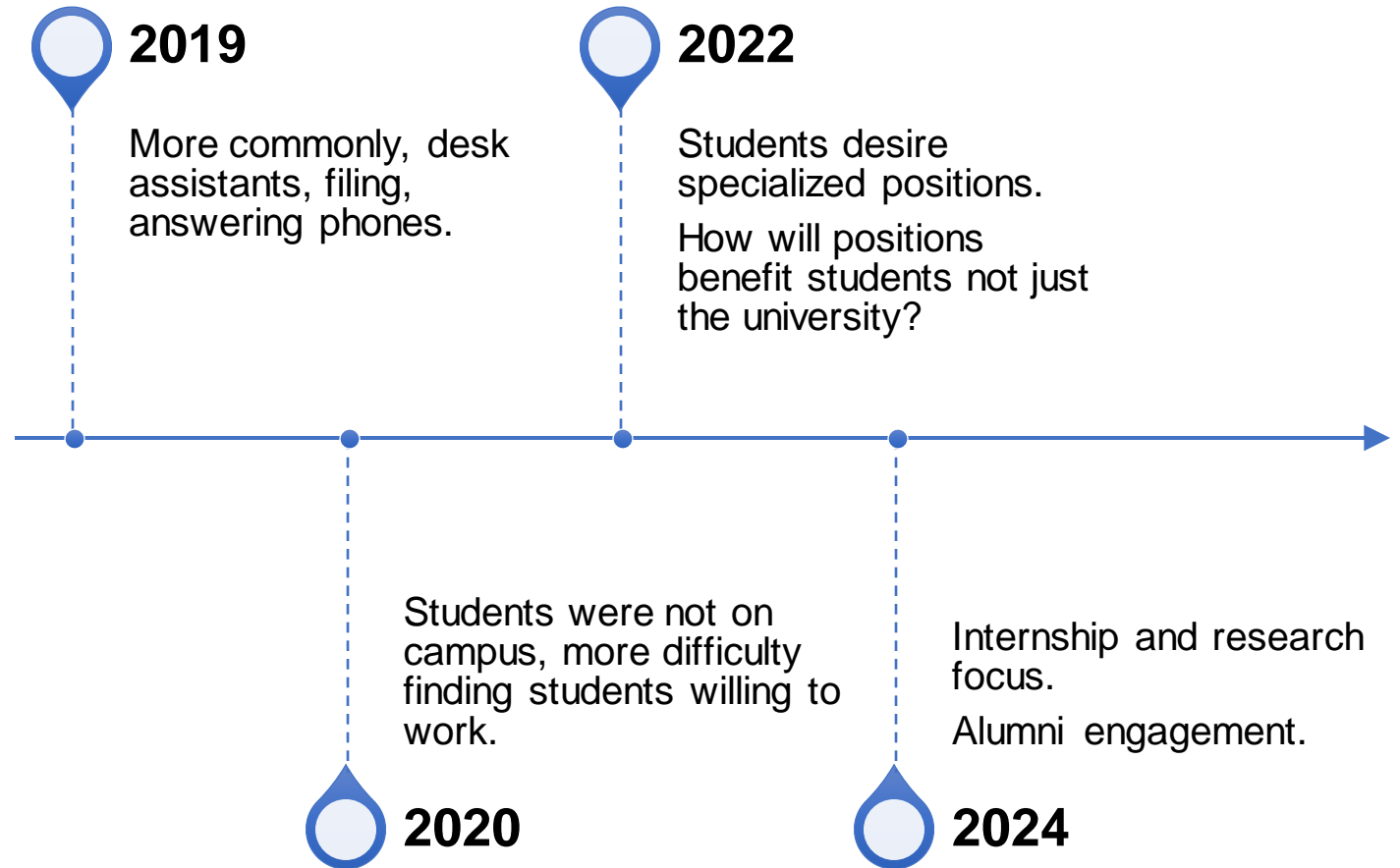


**LESS STUDENT LOAN DEBT
THAN NATIONAL AVERAGE**

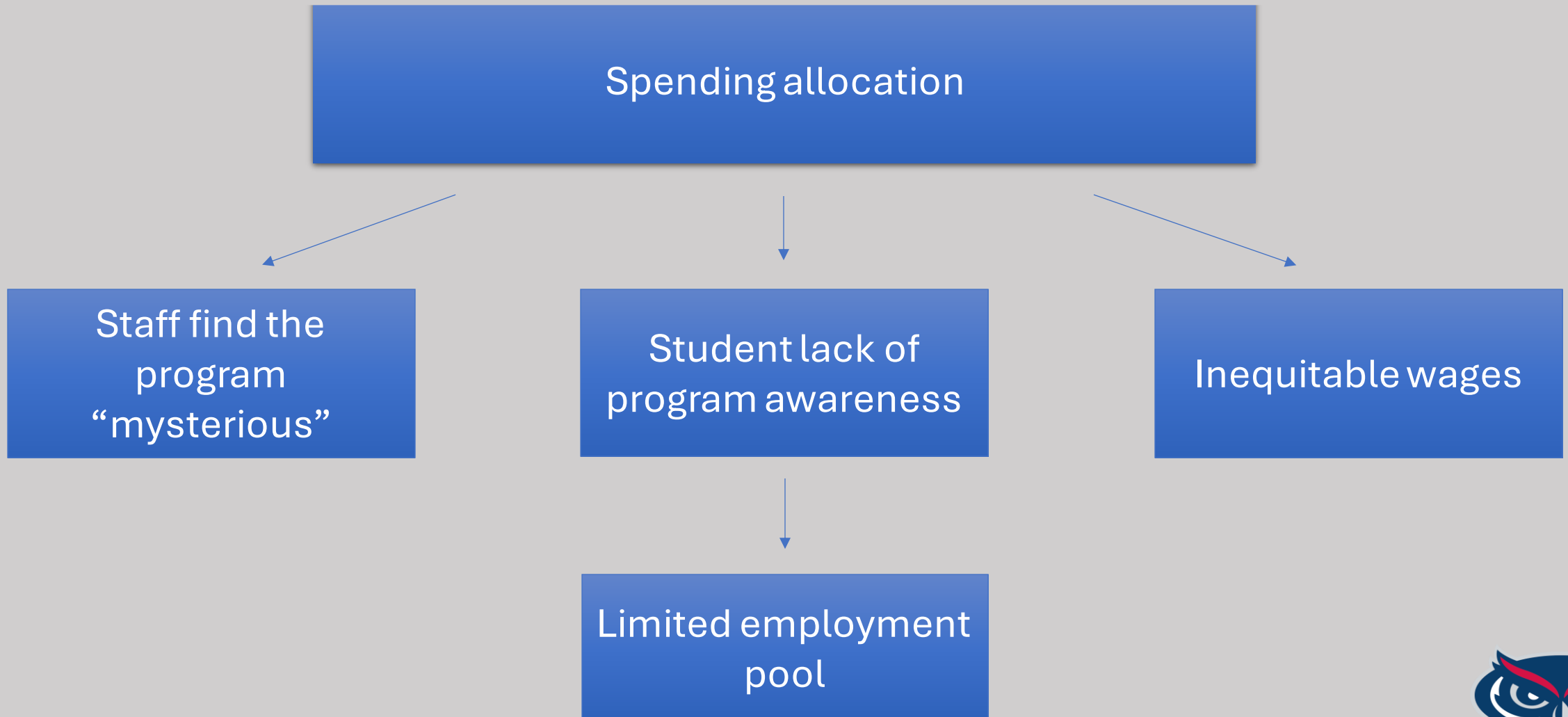


Our goal is to align students with positions relevant to their field of study. This not only enhances their engagement and job retention but also provides invaluable real-world experience to bolster their resumes. Through hands-on involvement, students acquire essential tools and techniques pertinent to their future careers.

Brief History

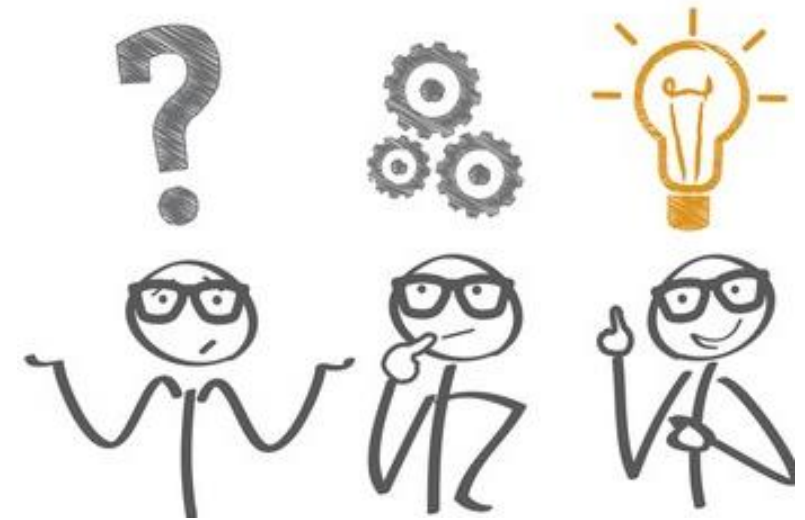
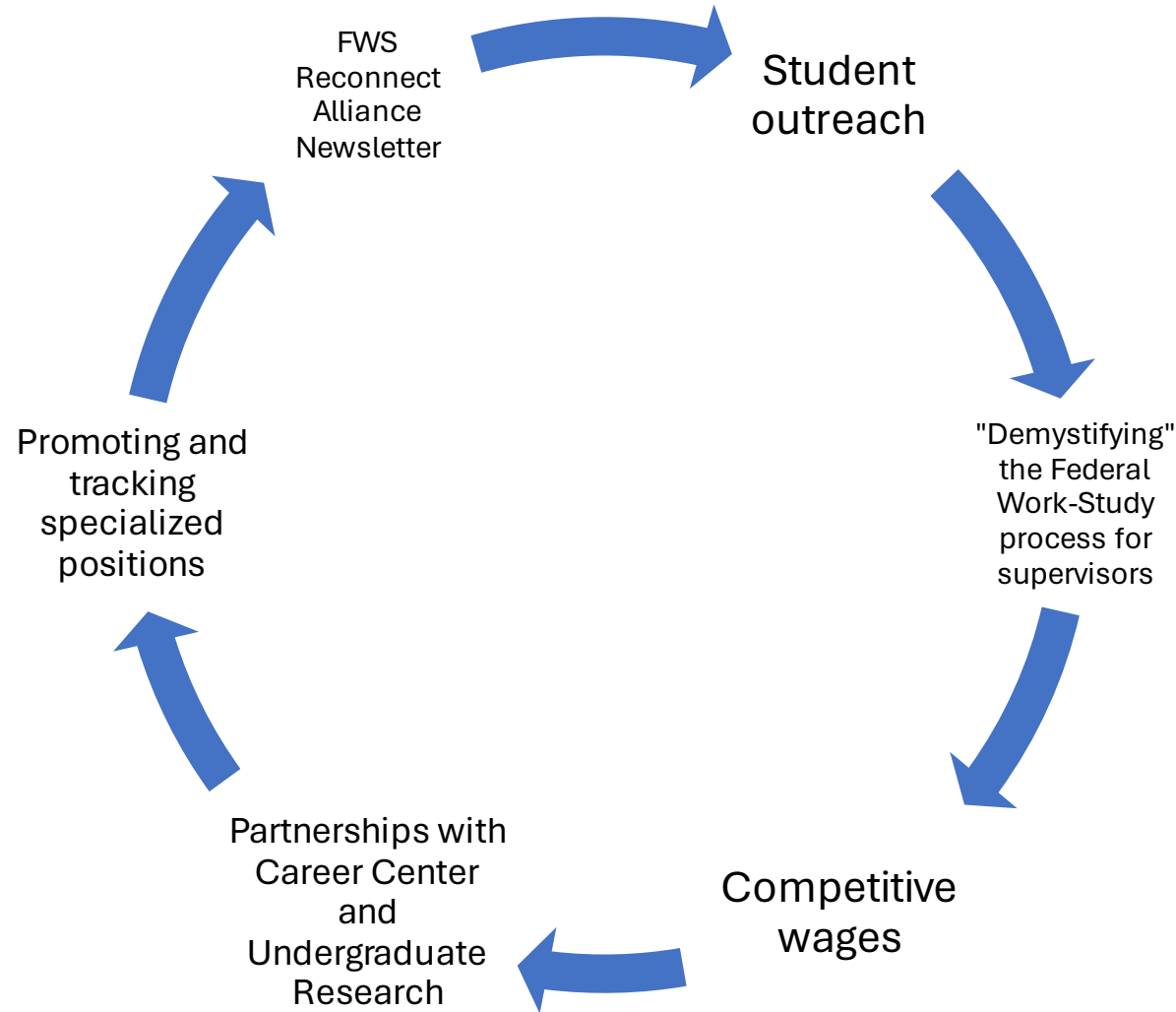


Common Challenges in Federal-Work Study





Solutions to Challenges





Dear _____,

We are pleased to inform you that based on your Financial Aid Offer for Fall 2024, you are currently eligible for Federal Work-Study (FWS) at Florida Atlantic University!

Funds are limited, submit your applications today!

FIND JOBS

What is Federal Work-Study (FWS)?

FWS is a Need Based Program that provides eligible students employment opportunities. See our [Work-Study website](#) to learn more.

How do I find a Work-Study position?

Students can apply for FWS positions using [Handshake](#). This job search site automatically screens for eligibility so only eligible students can view and apply for Work-Study positions.

Sincerely,

Office of Student Financial Aid
Florida Atlantic University

PLEASE DO NOT REPLY BACK TO THIS EMAIL.
Respond directly to the Office of Student Financial Aid at 561-297-3530 or Live Chat with us at fau.edu/finaid

Stay on Top of Next Steps: [Download the Financial Aid Timeline](#) 📄

561-297-3530 | Live Chat at fau.edu/finaid

Office of Student Financial Aid
777 Glades Rd SU80 Rm 233,
Boca Raton, FL 33431

This email was sent by: Florida Atlantic University

Student Outreach



“Demystifying” the FWS Process for Supervisors

- Supervisor support
- Learning management system (LMS) Training for students and supervisors. FAU uses Canvas Training for students and supervisors.
- Annual events with Career Center
 - Invite interested and current supervisors
 - FWS “Coffee and Chat”
 - Work-Study Simplified
 - [Improved homepage](#)



Competitive Wages

- Suggested Level 1 wage \$1 above state minimum
- Chart to provide guidance

FEDERAL WORK STUDY POSITIONS PAY RATES AND LEVELS



(FAU DEPARTMENTS ONLY)

LEVEL 1	\$13/HOUR
Qualifications for student employees: <ul style="list-style-type: none">• No experience or previous training.• Ability to perform routine tasks with minimal responsibility.• Successfully interacts with the public, when applicable.• Works in a well-supervised setting and takes little-to-no independent action.	
LEVEL 2	\$13.50 - \$14/HOUR
Qualifications for student employees: <ul style="list-style-type: none">• Little or moderate experience, technical knowledge, or previous training.• Ability to learn new tasks and work independently with moderate or limited supervision.• Follows special instruction for some aspects of the position, if necessary.	
LEVEL 3	\$14.50 - \$15/HOUR
Qualifications for student employees: <ul style="list-style-type: none">• Moderate to substantial experience, technical knowledge, or previous training/certification.• Previous work experience at a lower level.• High level of competency with a specialized skill.• Independent judgment, decision-making ability, and/or the ability to work responsibility with little-to-no direct supervision.	
LEVEL 4	\$15.50 - \$17/HOUR
Qualifications for student employees: <ul style="list-style-type: none">• Substantial experience, advanced technical knowledge, and previous training/certification (in addition to qualifications and scope associated with Level 3).• Management of technologies/equipment, research, analyses, publications, instruction, or other special projects or activities of significant scope.	

Suggested hourly wage for Interns funded by FWS: At least (but not limited to) \$14/hour.



Career Center Partnership: Handshake

- Handshake is an interactive database that allows organizations to connect with FAU students and alumni and advertise their positions.
- The Career Center must approve Job Descriptions as well as student resumes.



Career Center Partnership



Handshake

fau.joinhandshake.com/login



Use Handshake
to filter student
eligibility



Bring Career
Center onto
Supervisor
trainings



Approval of
Internships



Job
Descriptions



Career Center Partnership

Job Location and Development Program (JLD)

- One location for job search through Handshake.
- Utilize their expertise and resources.
- More efficient and professional way to monitor for appropriate positions and data collection.
- Increase network of prospective employers for FAU students.

Performance Appraisal Process

- Employees complete performance appraisals in October, then supervisors respond.
- Optional for new hires.
- Keep reviews to the point.
- NACE Skills.
- Feedback from supervisors:
 - Provides an opportunity for employees and supervisors to address areas they are performing well or areas of improvement.



Partnership with Undergraduate Research

- LEARN (Learning Environment and Academic Research Network) Program
- Students matched with research mentors
 - Sent to us to verify Work-Study eligibility





Promoting & Tracking Specialized Positions



Need Based Employment Placement Worksheet - Supervisor

Student Z-Number

Student Name

Phone #

Student FAU Email

Please check the box if this position may qualify as the following:

- Internship (Contingent upon job description review and approval by the Career Center)
- Research

Job Description (must include detailed description of duties and responsibilities associated with the position):

Job description

Engagement Specialist - Federal Work Study Position

Reports To: Graduate Student Call Center Supervisor & Assistant Director of Annual Giving; [Redacted]

Name of Department: Annual Giving (Institutional Advancement)

Job Overview: The Department of Annual Giving which is part of the Office of Institutional Advancement at Florida Atlantic University is seeking to hire work-study eligible students for the 2023-2024 academic year to deliver year-round outbound engagement campaigns. The student is responsible for reaching the call center goals by communicating the value of the University's mission, raising the University's alumni participation rate, acquiring financial support, serving as a resource to the University's constituency and establishing a rapport with the Florida Atlantic University Owl's family. Responsibilities include soliciting contributions to support the University via telephone, text, and email. This position will be an integral part of the Annual Giving team and other duties will be assigned for Annual Giving and priority fundraising initiatives.

The immediate connection you make over the phone will inspire the callers to support FAU programs and initiatives. Specialized local training is provided by the Department of Annual Giving. There is the ability to reach higher level positions (including supervisor roles).





FWS Intern Statistics

Fall 2023 Interns GPA and Retention/Graduation Overview

Cumulative GPA of 3.0-4.0: 78.37% broken down as follows:

- 3.5+ Cumulative GPA: 37.83%
- 3.0-3.499 Cumulative GPA: 40.54%

Registered for Spring 2024 or Graduated Fall 2023 97.28% broken down as follows

- Registered for Spring 2024: 89.18%
- Graduated Fall 2023: 8.1%

FWS Reconnect Alliance Newsletter

- Alumni engagement
- Newsletter featuring alumni testimonials
 - Feature FWS alumni success and highlight how FWS helped them get there
- Include Alumni's LinkedIn, potential to network





Work-Study Reconnect Alliance – Alumni Feature



Cesar Junior Rivas

Professional Science Master in Business Biotech (PSM) 2021

Cesar graduated from Florida Atlantic University in 2020 with a Bachelor of Science and again in 2021 with a Professional Science Master in Business Biotech (PSM). During his time at FAU, Cesar was a [Tiny Earth](#) Student Research Assistant where he gained experience in lab preparation, experiment design, and served as an introduction to antibiotic research. As a result, he was able to secure his current role at Johnson & Johnson as a Subject Matter Expert and Research & Data Analyst. In addition, he has been able to present his work at many symposiums and has even discovered a potential novel antibiotic. Outside of his work-study role, Cesar founded the FAU Boxing Club!

Cesar's advice to current FAU students is to take advantage of FAU's experts and resources. Gain experience and knowledge with the help of mentors, and that anything is achievable if you set your mind to it!

If you are interested in connecting with Cesar, you can find his LinkedIn at <https://www.linkedin.com/in/cesar-rivas-41a760123/>

We are very proud of our Federal Work-Study Alumni and are excited to feature their success. To be featured in our next newsletter, please fill out the following form! <https://forms.office.com/r/eyqXKnEj9m>



Work-Study Reconnect Alliance – Alumni Feature



D'Amour Edwards
Master of Education '23

D'Amour graduated from Florida Atlantic in 2023 with a Master's in Educational Leadership and a concentration in Higher Education. During her time at FAU, D'Amour was a Career Consultant at the Career Center. In her role, she was responsible for helping students and alumni prepare for their future careers. Not only did she assist in major and career exploration, but she aided in the creation of resumes and cover letters needed to get students their next interview! D'Amour's passion for helping students did not stop there as she is now an Academic Advisor at the University of South Florida. Her work-study role has helped her tremendously in her current role. As a Career Consultant, she was able to strengthen the communication skills she now uses to communicate with the students she advises. In addition, she was able to develop a career focus that helps her recommend the best path for her students depending on their career goals and interests.

D'Amour's advice to current students is to bask in on all their achievements no matter how small. Be proud of all you have accomplished!

If you are interested in connecting with D'Amour, you can find her LinkedIn at <https://www.linkedin.com/in/dedwards1853>.

Future Initiatives

- Student of the Month
- Further focus on Alumni and student connections
- Alumni Center Partnership
- Data tracking





Reasons for Success

- Teamwork
- University Support





Contact Information



Kelsie Conrad
conradk@fau.edu

Maria Faber
mfaber@fau.edu