The goal of work-study programs is to promote student employment opportunities for students who desire job experience and to assist those students who need earnings to help meet educational expenses. Students providing services and assistance on a regular basis for the benefit of DUSON are considered to be employees. There are currently two work-study programs the Federal Work-Study Program and the Duke Work-Study Program. The Federal Work-Study Program provides to employers a federal subsidy of 75% for all eligible earnings, the remaining 25% of student wages is borne by hiring departments. The Duke Work Study Program, for undergraduate students only, provides a 50% subsidy from financial aid sources

DUSON only participates in the 75% federal funding option for work study students DUSON employs.

Students receive a limited amount of money for work-study. DUSON offers a wide variety of opportunities, and competitive wages starting at \$16.00 per hour. If a student works more hours than the work-study allot ment can reimburse, it is up to the department to begin funding 100% ic Year work-study allocations can only be used for hours worked beginning mid August through April 30. Students cannot use the academic year work-study during the summer. If resources exist, students may be awarded summer work-study. In this case, students will receive a new verification paper valid only for the summer semester.

All of our work-study student positions are <u>posted online</u>. The positions are searchable by location, work study requirements, and qualifications.

To List a Job Opening at DUSON

1) Send the following information to the HRM anager (Leslie Zanaglio)

and Expected end date of position

2) Once the vacancy management form is approved, post the Job description online. The JOBX

-time student employment. The job description can be brief, but should be appealing. Please do not use abbreviations students might not be familiar with or other information students may not know. Remember to include your contact, or the person to contact in the listing. Students search the list for information about student employment opportunities, and it will be left to the students to call upon the jobs that most interest them. When students contact you, you can interview and make a selection of who to hire.

selected student to the HRManager. The HRManager will contact the student to begin to process the hire and verify that they are eligible for employment.

For students who are not currently on the Duke payroll, proper identification is required by law before individuals are able to begin working. A list of acceptable documents is provided by the DUSON Human Resources Office. Students who are on Work-Study should bring Work-Study verification forms to the Human Resources Office before beginning employment.

The Financial Aid Office preparesa Work-Study

Verification Form for each student when they are selected through <u>JOBX</u>. The Financial Aid Office sends a notice of verification to the SON business office that includes the amount of the aid award, the dates for which the allocation is valid, and other important information.

Wage rates must be consistent for the same student job regardlessof whether it is Work-Study or NonWork-Study. St