WHAT IS WORK-STUDY?
AGENDA

- Work-Study Quiz (Kahoot)
- Steps For First-Time and Returning Students
- Federal VS. Institutional Work Study
- Community Service
- Qualifications
- Applying For Jobs
- Expectations
- Financial Aid At A Glance
- FAFSA
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- Upcoming Events
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WORK STUDY QUIZ

Please get out your smart phones or direct a web browser to
https://kahoot.it

Enter your name or an appropriate nickname.

Get ready to have fun!!
STEPS FOR FIRST-TIME DSC STUDENTS

▪ Apply for admission to DSC
▪ Complete the FAFSA, click “yes” interested in work study
▪ Register for classes
▪ Receive financial aid award
▪ Visit Career Services to have resume and cover letter updated
▪ Apply for position
▪ Interview
▪ Complete student employment packet
▪ Begin work, submit timesheet
▪ Maintain satisfactory academic progress (SAP)
STEPS FOR RETURNING STUDENTS

- Complete the FAFSA, click “yes” interested in work study
- Register for classes
- Receive financial aid award
- Visit Career Services to have resume and cover letter updated
- Apply for position
- Interview
- Complete student employment packet
- Begin work, submit timesheet
- Maintain satisfactory academic progress (SAP)
Federal Work Study
- Part of the student’s financial aid package
- Based on need
- SAP can affect eligibility

Institutional
- Departments pay the student, not their financial aid
- International students, not eligible for federal aid may be hired

Both types are held to the same employment standards and may be terminated for violating the Student Employment Policies and Procedures.
Seven percent of our Federal Work Study monies must be used to place students into community service positions which include tutoring elementary, middle and high school students.

Heidi Pinney, Director of Financial Aid Services, coordinates the community service component. We will be expanding this program over the coming year.
QUALIFICATIONS

Federal

- Completed FAFSA
- Demonstrate need based on FAFSA EFC (Estimated Family Contribution)
- Enrolled in a minimum of 6 credits
- Maintain SAP

Institutional

- Enrolled in a minimum of 6 credits
APPLYING FOR JOBS

Student Employment positions are listed on the DSC HR webpage (http://www.daytonastate.edu/hr/index.html) then click on student employment (http://www.daytonastate.edu/hr/studentemployment.html).

The jobs are categorized by type then listed by department and position. Click on the job to view the posting and how to apply.

Students should use the preferred method of contact to reach the contact person listed in the posting.
Student Employment Opportunities

How to apply for on-campus student employment job opportunities:

The Student Employment Program lists all jobs we receive in the office in the links below. These positions can be Federal Work-Study or Institutional Work-Study or both. If you see a job in which you are interested, please use the preferred method of contact for the contact person listed in the posting. If you experience any problems locating a job or finding a position of interest, please contact Financial Aid at (386) 503-3477 or via email at Daytona.PantherEmployment@studserv.us.

Office Assistant Positions
- Academic Advising - Office Assistant - Daytona Beach
- Academic Support Center - Desk Clerk - Deland
- Falcon Center - Office Assistant - Deltona
- Nursing - Student Assistant - Daytona Beach
- Student Account - Office Assistant - Daytona Beach
- Museum of Photography - Museum Sr. Assistant - Daytona Beach
- Student Accounts - Student Assistant - Deltona Beach

Tutoring Positions
- Academic Support Center - Peer Tutor - Deland
- Academic Support Center - Peer Tutor - New Smyrna Beach
- Community Services - Essay & Study Club - Tutor - New Smyrna Beach
- Disability Services - Note Taker Center Staff - All Campuses
- TRIO - Peer Tutor - Daytona Beach
- Writing Center - Peer Tutor - All Campuses

Science Positions
- Physical Science - Lab Assistant - Daytona Beach

Information Technology (IT) Positions
- IT - Falcon IT & Network Tech - Daytona Beach
Job Title: Office Assistant  
Department: Academic Advising  
Campus Location: Daytona Beach (Two positions)  
Funding: FWS  
Hours per week: 20  
Pay per hour: $8.46  
Time Needed: Hours vary between 8 am -7 pm. (two positions available)  
Contact Person: Michelle Goldys  
Method of Contact: email resume to michelle.goldys@daytonastate.edu

Purpose of job: To greet students visiting or calling the Academic Advising office, guide them to the appropriate office/campus resources, assist with orientation, registration, and navigating their student portal, and supporting Advising functions.

Duties:
- To greet students visiting or calling the Academic Advising office, and guide them to the appropriate campus resource.
- Assist students with orientation and navigation of the MyDaytonaState portal.
- Assist with document imaging, filing, and advising events.
- Provide exceptional service to students visiting in person or on the phone.
- Perform general office clerk duties and errands.

Job Qualifications:
- Warm personality and exceptional customer service skills.
- Excellent written and verbal communication skills.
- Proficiency using Microsoft Office, and Office 365.
- Eagerness to learn about the enrollment process and campus resources.
- Professional attire required (No jeans, sneakers, etc.).
EXPECTATIONS OF A WORK STUDY STUDENT

**Professional Dress** – maintain a clean, well-groomed appearance.
- Some positions may require a uniform or other appropriate apparel.
  - Example: an ceramics studio assistant does not need to wear professional clothing because they will be handling clay and other materials which will ruin professional clothing.

**Attitude** – should be customer service oriented (courteous and pleasant at all times) and so enthusiasm for the job.

**Confidentiality** – is mandatory. Breeches in confidentiality are grounds for termination.

**Homework** – should not be completed while performing job duties unless specific permission is given by the supervisor. This should not be a regular occurrence. The job is considered a learning experience which includes “studying” how to handle work situations while completing job assignments.

**Phone Usage** – should be kept to a minimum, including all phone calls, texts, and social media.
EXPECTATIONS CONTINUED

**Internet Usage** – should be accessed for college-related activities only. Accessing inappropriate websites and correspondences is not tolerated.

**Work Schedule** – should be agreed upon by student and supervisor. Student is expected to show up for all scheduled hours and if they will be absent should notify the supervisor in advance.

**Errands** – students are permitted to run errands for the department on campus.
FINANCIAL AID & WORK-STUDY
FINANCIAL AID AT A GLANCE

1. Student Applies for Financial Aid
2. U.S. Dept. of ED Processes
3. School Receives Filed Application
4. Selected for Verification Y/N?
5. Add’l Docs Requested
6. Academic Progress (SAP) is Monitored
7. Student is Awarded

Academic Progress (SAP) is Monitored
FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

- FREE federal form found at https://studentaid.ed.gov/sa/fafsa
- Available October 1\textsuperscript{st} each year
- Must be completed annually
- Allows schools to determine eligibility for need based grants and Direct Loans
  - Pell Grants
  - Supplemental Educational Opportunity Grants (SEOG)
  - DSC Need Grants
  - Some Foundation Scholarships
  - Direct Loans –subsidized and unsubsidized
  - Federal Work Study
30% of Financial Aid Recipients Selected for Verification by the U.S. Department of Education

- Schools are required to compare the FAFSA to IRS data
- Information filed with the IRS matches FAFSA
- The number in the household
- The number of those attending college/university

Students will need:

- IRS tax transcripts
- Verification worksheet (Dependent or Independent)
- Other documents, as needed - if we notice other conflicting information, we may need more documents

Can be lengthy process

We encourage students to submit information as soon as possible, and to check the to-do-list on their MyDaytonaState portal often!
How does this impact Federal Work Study?

- Financial aid including Federal Work Study cannot be awarded until the verification process has been completed.
SATISFACTORY ACADEMIC PROGRESS (SAP)

The U.S. Department of Education requires students meet satisfactory academic progress (SAP)

- Minimum GPA of 2.0
- 67% Completion Rate (Pace)
- Not exceeded 150% of credits required for degree completion

Monitored at the end of every semester

Students can be statused as the following

- MEETS – Will receive aid
- WARN – 1st term failing, will receive aid
- FAIL – Not eligible for aid

If a FWS student has a status of Fail, they are not eligible for FWS funds. They may still be hired for IWS positions.
UPCOMING EVENTS

- Fall work study fair – date TBD, aiming for August
- Career Services resume workshops for work study students
- Supervisor training
QUESTIONS?