

Financial Aid & Office of Student Employment

## Work-Study Program, Financial Aid

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Financial Aid Information:

https://www.du.edu/admission-aid/financial-aid

Office of Student Employment:

https://career.du.edu/channels/studentemployment/

## Work-Study Program Policies

All federal, state and University of Denver rules and regulations regarding employment and the Work Study program always apply. None of the policies and procedures contained in this handbook negates nor supersedes said rules and regulations. For additional guidelines for student employees, including recruiting, hiring and developing, please refer to the Office of Student Employment.

## Work-Study Program Overview

The University of Denver Work-&udy Program provides job opportunities for students with financial need, allowing them to earn money to help pay educational expenses. The work-study program encourages positions in community service and work related to each study jobs are available both on and off campus. If the student works off-campus, then the employer must be an approved private, nonprofit organization or public agency. The work performed must be in the public interest.

Although many students qualify, a work-study award is not offered to all eligible students due to limited funding. We make a conscious attempt to support employment needs of all University of Denver students to the greatest extent possible. Examples of work-study awards may include, but are not limited to, federal or state work-study, Elison Work Award, and DU Student Employment which is offered under extremely limited circumstances.

To assist students in meeting educational costs.

educational program or career goals.

To regulate employment conditions that are appropriate and reasonable according to the type of work performed.

To make student aware of community service work-study job opportunities and encourage them to get involved with local non-profits and government agencies.

To provide a human resource to the University of Denver.

## Community Service Work-Study Program

school).

As a requirement of the Federal Work-Study Program, the University of Denver must advise students of community service opportunities and employ students in community service positions.

For the Community Service Work-Study Program, community service is defined as services designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These services include:

Such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement.

Work in service opportunities or youth corps as defined in Section 101 of the National Community Service Act of 1990, and service in the agencies, institutions, and activities designated in Section 124 (a) of that act.

Support services for students with disabilities (including students with disabilities who are enrolled at the

Activities in which a student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling (including career counseling).

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Employed as a mathematics tutor for children in elementary school through ninth grade.

Performs literacy activities in a family literacy project that provides services to families with preschool age

children or elementary school children, which includes Even Start and Head Start.

Community Service Job Description

Community Service job descriptions are required for every position and will be reviewed by the Work-Study Program

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study position at a time. Students cannot hold both a graduate assistantship position and a work-study funded position and/or utilize a work-study award and assistantship tuition waivers in the same academic term.

If you applied for financial aid and work-study was not included in your financial aid offer, you may request to be added to the waitlist by sending an email to <a href="workstudy@du.edu">workstudy@du.edu</a>.

Work-Study Awards

The total work-

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Award Cancellation

Work-study awards will be cancelled if the student does not accept their award in MyDU by September 1, 2024.

**Award Reduction** 

If a student with a work-study award receives any additional financial aid (including but not limited to scholarships, grants, or loans) their work award may need to be reduced by any amount necessary to prevent the student from receiving aid more than the maximum grant in aid as determined by the federal government. These changes can occur at any time during the academic year and the work-study office will notify the students and supervisors as soon as possible. Termination of positions will occur if the student has earned or exceeded the total allocated work-study award.

Job Description

A job description is a written document which describes the duties of the job and the skills and knowledge a successful candidate will need to be hired for the position. A student cannot be hired without a current job description. Furthermore, every student employee should be able to consult the job description throughout the year to ensure that they have a clear understanding of their role within the unit.

Supervisors hiring work-study positions are responsible for submitting the job description to the Office of Student Employment on the internship & job database, POO. The job description should be associated with a Job Level Classification and Pay Grade.

pay scale and job level classifications.

Pay Rates

The Department of Education regulations states the work-study positions pay rates shall be determined in accordance with the type of work the position is expected to perform. While a work-important factor in the hiring process, this one classification alone does not provide a comprehensive evaluation of the

\$18.29. Information on the Office of Student

pay scale can be found on the website.

Work-Study Award Earnings and Limits