

Use the Talent Graduate Students & the FWSP

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Agenda

- **Desirability of Grad Students on FWSP**
- **Urban Legends**
- **Overcoming Institutional(ized) Patterns**
- **FWS Funding & Regs**
- **Program Development**
- **Summary**
- **Q & A**

Why Grads Are Desirable Employees

- Mature
- Self-starters
- Spare time
- Seasoned as students and employees
- Program requirements are frequently compatible
- Have transportation

Grad Students Also Help With...

- Spending FWS
- Meeting community service requirements

Urban Legends

- Lack of time
- Lack of interest
- Not enough money
- Rather have loans

Urban Legend #1: Not Enough Time to Work

- Many grad students have more free time than undergrads
- Grad students (as well as others) can work during the summer
- Grad requirements often translate well into FWS jobs
- Grad requirements, combined with FWS, may be better use of time

Urban Legend #2: FWSP Jobs Do Not Interest Grad Students

- They will be interested if the work:
 - **Requires responsibility and/or**
 - **Is well-paid and/or**
 - **Benefits them in their careers**
- Menial work does not usually interest them, even if it is within their dept

Urban Legend #3: Grad Students Cannot Make Enough Money on FWSP

- No maximum award in FWSP
- No required pay rate except for minimum wage
- Grad students can be salaried employees
- FWSP is not counted as income for financial aid eligibility

Urban Legend #4: Grad Students Would Rather Have Loans

- **Student debt***
 - 80% of law, dental, med school grads in 02-03 had average loan indebtedness of \$54K to \$144K
 - >50% of MBA & theology grads had average debt of >\$24K

*Source: *Financial Aid Awards and Services to Graduate/Professional Students in 2002-2003* Report from NASFAA, ACCESS Group, Thompson/Peterson's

Institutional(ized) Patterns

- Funding must go to undergrads (not true)
- Administrative work is prohibitive (not true)
- Don't know how to get started (may be true)

FWS Funding

- **FWSP is the most flexible of all financial aid programs**
 - Carry forward/carry back
 - Summer FWS
 - JLD Program
 - Community service matching requirement
 - Non-federal share can be any resource (except FWS federal funds), including tuition remission

FWS Funding: Carry Forward/Carry Back

- **FWSP is a fiscal year program, funded from July 1 through June 30**
- **FWSP work may occur in two separate fiscal years.**
- **Institutions may carry back or forward 10% of FWSP funds**
- **Additionally, for purposes of summer FWS employment, you may carry back up to 10% of funds for wages between May 1 and June 30 of the prior year**

FWS Funding Example: Carry Back

- **Your federal FWS allocation is \$100,000 for 04-05 & 05-06 (federal funds only)**
 - You spend \$100 K in 04-05 by March 1
 - You carry back \$10,000 from 05-06 to continue to pay wages for 04-05
 - You carry back another \$10,000 from 05-06 for a summer program that begins after May 1
 - Your 04-05 expenditures are \$120,000 and you start 05-06 at \$80,000

FWS Summer Program

- Summer as a period of non-enrollment
 - Student must enroll or be planning to enroll for next period of enrollment
 - Student must have need for next period of enrollment.
 - If student fails to enroll, institution must demonstrate student had been eligible and school believed student intended to enroll

JLD Program

- One of the least burdensome programs to operate
- Currently, use lesser of \$50K/10% FWS allocation
- Direct administrative costs
- FWS student(s) can administer/help administer the program
- You can hire a new staff member to run program and develop jobs for grads and u/g's

JLDP Jobs

- Off-campus jobs open to all students, regardless of financial aid eligibility
- Jobs must be suitable to scheduling and other needs of employed student
- Jobs must, to max extent practicable, complement and reinforce program/ed goals of student
- May be for-profit or non-profit employer
- May not find jobs for FWS students exclusively

Other JLDP Regs

- Institution must pay 20% of program costs in cash or services
- Cannot pay any student salaries (but can use FWS students)
- May have multi-institutional program
- Do not need to file separate application
- Reauthorization may increase allowable funding to \$75K/15%

JLDP: Allowable Program Costs

- Staff salaries and fringe benefits
- Travel related to JLD activities
- Printing & mailing costs
- Phone charges, supplies, equipment, furniture
- Advertising
- Workshops for students and employers

FWSP Matching Requirements (1 of 2)

- On campus employment – Institution must pay at least 25%
- Reading tutors & math tutors – May be 100% federal funds
- Off campus employment in not-for-profit agency – Agency usually pays at least 25%; may pay more

FWSP Matching Requirements (2 of 2)

- **Limited use – 90% federal share**
 - **Student works in non-profit**
 - **School does not own, operate or control agency**
 - **Selected on case-by-case basis**
 - **No more than 10% of students can participate**
- **For-profit company– Company must pay 50% federal share**

FWSP Matching Requirements

(1 of 2)

- **School may use any resource available to pay FWS match with exception of FWS funds**
- **For-profit employer must pay at least 50% (school may not provide match)**

FWSP Matching Requirements (2 of 2)

- **Schools may pay institutional share with non-cash contribution**
 - **Tuition, fees, room and board, and books and supplies**
 - **Student must receive non-cash contribution prior to final payroll period of award period.**
 - **School may pay in the form of prepaid tuition, fees, etc.**

FWS Regs

- Regulations allow students to earn and get credit.**
 - Including internships, practica, assistantships, research
 - Does not include student's in class instruction or jobs that are normally unpaid, such as student teaching
- **Exception: ABA accreditation does not allow students to get credit and payment for the same work
- Jobs should reinforce/complement educational goals
- Work in for-profit must be academically relevant, to maximum extent practicable, to student's program of study

Pay & Award Amounts

- There is no maximum amount for FWSP award
- Graduate students may be salaried
- Pay rate must be at least federal minimum wage but should be appropriate for work performed, geographic region, employee's proficiency, and applicable local laws

Community Service Requirements

- Major area for grad student development
- Examples
 - **Liaisons**
 - **Supervisors**
 - **Program developers (tech and non-tech)**
- Great town/gown possibilities

Program Development

- **Set Goals**
 - Spending
 - Numbers
- **Identify Potential Partners**
- **Develop Jobs**
- **Market**
 - To agencies/departments
 - To students
- **Track**
- **Review**

Set Spending/Numbers Goals

- Start with a clear objective of either dollars spent or number of students working
- Keep FWS matching requirements in mind if you have a spending goal
- For spending goal, identify federal, institutional, agency dollars in your goal
- Decide whether students will be paid a salary or will receive hourly pay rate
- If goal is number of students working, you may want to pick one program to start with and plan expansion in following year
- Your primary goal is to be successful

Partners

- **Partners are a necessity**
 - Dean, director, grad advisor, off campus agency
 - Decide who will select the students
 - Outline all the necessary steps from job description to hiring, then.....
 - Put it in writing (use the web whenever possible)
- **Students/Partners should do most of the interaction but....**
- **Check in with your partners**

Off Campus Employers

- **Contracts**
 - Example in SFA Handbook
 - Consult with Attorneys/Risk Management
 - Develop clear instructions to all parties
 - Identify whether the agency or institution is the employer
 - Identify who signs the contract
 - May want certificate of insurance
- **Billing procedures**
 - Decide on payroll procedures
 - Discuss with your accounting office
- **Site visits**
 - The institution is responsible for ensuring that each student's work is properly supervised

Marketing – Jobs

- **Review current jobs**
- **Meet with/email/call Deans, Program Directors, Professors**
- **Reinvent existing programs (internships, research, practicum req.)**
- **Find project that reflects well on institution or department**
- **Develop an effective way to let students know about the program/jobs**

Marketing to Students

(1 of 2)

- Web
- Email
- Snail mail
- Program Outreach via Dean's Office
- Orientations
- Individual Meetings

Marketing to Students

(2 of 2)

- **Clear instructions**
- **Brief job descriptions**
- **Contact info for student**
- **Eligibility requirements**
- **Next step for student if offered job**
- **Use email**

Let Students Develop Jobs

- **More of a one-on-one approach**
- **Clearly outline steps for student-developed job**
 - Who does agency/dept contact?
 - How quickly is contract/placement done?
- **Community Service jobs are ideal for student development**
- **Grad students work closely with their departments & professors**
- **Grad programs frequently require practical work experience**

Application

- Make your job easier
 - **Resume required**
 - **List desired skills**
 - **Ask Y/N questions**
- Remember: Grad students expect different treatment

Examples of Graduate FWSP Jobs

- **Teaching Assistants**
- **Law School Project at RU**
- **Literacy Program Supervisors/Trainers**
- **Fine Arts Programs/Museums**
- **Social Work Programs**
- **Peer Counselors in Financial Aid**
- **Web Techs/Graphic Arts**
- **State-sponsored programs**
- **Programs in the National and Community Service Act of 1990**

Miscellaneous Considerations

- **Require a substantial job description**
- **Develop oversight for program that meets audit requirements**
- **Have procedures for obtaining effort certification signature**
- **Develop method of tracking your progress**

Review

- Spending
- Student satisfaction
- Employer satisfaction
- Tweak
- Set new goals

Summary

- **Grad students are often the most desirable of student employees**
- **A well-chosen project will convince employers and employees to get on board**
- **The FWSP's flexible funding & regs provide opportunities for program development**
- **Clear goals and instructions are instrumental to success**
- **Partners at all levels contribute to success**
- **Go ahead, use the talent**

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