

Who to Contact

Campus Work-Study Coordinators

Annandale- Abbie Brake, ANworkstudy@nvcc.edu

Alexandria- Dora Espitia and Sarah Morales,
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Loudoun and Reston- Jack Zeeger, LOworkstudy@nvcc.edu

College Staff - Clint Young, CFAOworkstudy@nvcc.edu

Manassas- Todd Hawley and Lisa Branson,
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Springfield MEC- John Riemer, MEworkstudy@nvcc.edu

Woodbridge- Tykesha Myrick, WOworkstudy@nvcc.edu

Training Guides, References and Employment Documents

Available at www.nvcc.edu/workstudy

Job-X Training for Students:

www.nvcc.edu/workstudy > NOVA Students Orientation and Resource > NOVA Student Training Presentation

Work-Study Handbook:

www.nvcc.edu/workstudy > Work-Study Handbook

Work-Study Agreement:

www.nvcc.edu/workstudy > Form 125-175

Work-Study Supervisor Training:

www.nvcc.edu/workstudy > Resources of Work-Study Supervisors > Work-Study Supervisor Training Work-Study

Employment Packet: www.nvcc.edu/workstudy >

Employment Packet Work-Study Student Rights

and Responsibilities:

www.nvcc.edu/workstudy > Employment Packet > Work-Study Student Rights and Responsibilities Form

Job-X :

www.nvcc.edu/workstudy > Online Job Application

General Reminders

Students cannot have another paid position at NOVA while participating in the work-study program.

Supervisors must keep track of the hours their students work to ensure that they do not earn more than their work-study award.

If students earn more than their work-study award during the semester then their supervisor's department budget may be charged for the excess earnings.

Supervisors must immediately notify the Campus Work-Study Coordinator if the student stops working in their office for any reason.

Most fall/spring work-study placements are made in July, August and early September. Spring placements are made in January if funding is available. Most summer placements are made in April and early May.

All work-study awards are contingent on the student's continued eligibility, funding, and approval by HR and the College Financial Aid Office (CFAO).

NOVA HR Mission Statement

WE ARE HR – a catalyst and collaborative partner committed to advancing the Strategic Vision of NOVA. We advocate diversity and innovation in achieving exceptional results through open, effective communication that is respectful, responsive, and customer-focused.

Human Resources

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Northern Virginia Community College

HR and CFAO Present: Work-Study Program



What is Work-Study?

The Work-Study Program allows eligible students to earn money toward their educational expenses by working at one of the NOVA campuses. The Work-Study Program is overseen by the College Financial Aid Office (CFAO) Work-Study Coordinator. Work-Study students assist with daily operations at the college and other projects, while being supervised by current NOVA employees who have agreed to serve as work-study supervisors.

Awards generally range from \$1000- \$2000 per semester per student.

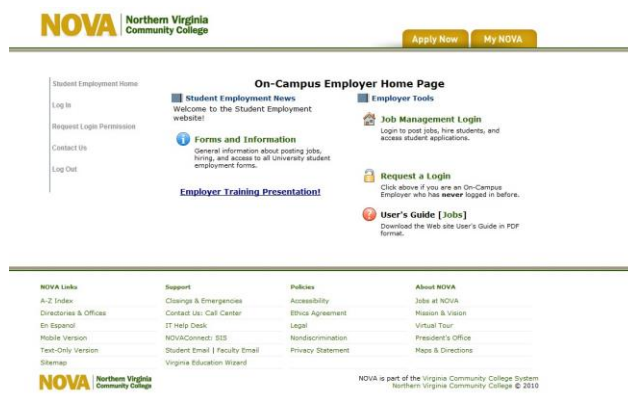
Students' work hours are capped at 20 hours a week.

Students start at \$10 per hour. After at least two full semesters of participation in the program, students can be paid \$11 per hour starting the following fall term.

What is Job- X ?

Job-X is the job management system that is used to post positions, recruit, hire, and reject work-study applicants. Job-X must be used to recruit and hire students who have never worked as work-study students in the supervisor's office.

First time users must request a login on the Job-X website and these requests are reviewed by the CFAO Coordinator.



Job-X Supervisor Homepage:

What are the Benefits of the Work-Study Program for Departments ?

Departments can use work-study students to assist in their office.

The student's wages are charged to the work-study program budget; not the supervisor's department budget as long as the supervisor abides by the terms of the Work-Study Agreement.

What are the Three Types of Work-Study?

1) Federal Work-Study

Federal Work-Study is a program that is federally funded to assist students through part-time work. FWS (Federal Work-Study) is a form of need-based federal financial aid.

Eligibility Requirements for Students:

Complete the FASFA at www.fasfa.gov.

Qualify for the federal financial aid and have remaining need. Be enrolled in at least 6 credits during the semester they want to work.

Meet the Satisfactory Academic Progress requirements.

Be US Citizens or eligible non-citizens (as defined on the FAFSA).

2) NOVA Work-Study

NOVA Work-Study is a program funded by the college and is used to assist students through part-time work. Funding is very limited.

Eligibility Requirements for Students:

Be enrolled in at least 6 credits during the semester they want to work.

Meet the satisfactory Academic Progress requirements.

Be eligible to work in the US (including F1 students).

3) International Work-Study

International Work-Study is also a program funded by the college and funding are very limited.

Eligibility Requirements for Students:

Be enrolled in at least 6 credits during the semester they want to work (12 credits are generally required each semester for their F1 visa).

Meet the Satisfactory Academic Progress requirements.

Be F1 students who are eligible to work on campus (confirmed by OISS or Campus DSO).

Have experienced a financial aid hardship as certified by the Office of International Student Services.

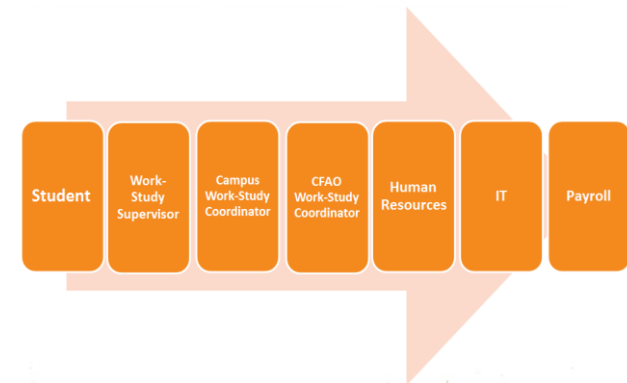
What is the Hiring Process?

The hiring process for Work-Study students is a joint effort between HR and the Work-Study Coordinators.

- 1) Student is deemed eligible through the Financial Aid Office.
- 2) Work-Study Supervisor logs into Job-X to post positions for NOVA students in order to recruit students who have not previously worked in their office.

- 3) Work-Study Supervisor interviews and selects the student they wish to hire for the available position.
- 4) Work-Study Supervisor completes the Work-Study Agreement (NVCC Form 125-175) and the student submits this to the Campus Work-Study Coordinator. New work-study students who have not participated in the program within the last 12 months must also submit the complete work-study employment packet. A new I-9 form is required if there has been more than a 30 day break in the student's employment if he/she is being rehired.
- 5) Campus Work-Study Coordinator reviews the employment documents and forwards the documents to the CFAO Work-Study Coordinator.
- 6) CFAO Work-Study Coordinator certifies the award, updates program records, and sends the documents to HR.
- 7) HR contacts the work-study supervisor and the student with notification and start date. THE STUDENT CANNOT START WITHOUT CONFIRMATION FROM HR.

What are the Work-Study Policies?



Most work-study policies are listed in the addendum to the Work-Study Agreement (NVCC Form 125-175) which is emailed to students and supervisors when the Work-Study Agreement is approved by the CFAO.

The supervisor must have received an approved copy of the Work-Study Agreement from the CFAO for the applicable semester and the supervisor must also receive email confirmation from HR that the student's employment has been approved before the student starts working.

If you have any questions please contact your Campus Work-Study Coordinator.