



The Federal Work-Study Program (FWS) at Meharry Medical College is designed to provide short term, part-time campus positions for students with a financial need. The FWS Program encourages students to participate in community service activities. **Dental, MSPH and Medical students must be eligible for federal student aid, have completed the 2023-24 financial aid application process and be certified eligible and awarded FWS for 2023-2024, before beginning any FWS assignment.**

All FWS students are paid \$20.00 per hour. Although a FWS recipient is not obligated to earn the entire award, many rely on FWS earnings to assist with meeting their educational costs. FWS students generally work an average of 20 hours per week, depending on their course load and class schedule. FWS recipients may work up to 40 hours, or more, during holidays, vacations, semester breaks, or otherwise stated periods. **FWS recipients cannot work during scheduled class time or clinical rotations.**

*It is that time of year again, and the Office of Student Financial Aid is requesting your assistance if you are interested in employing a FWS student for the 2023-2024 academic year. You, the campus community, are essential in helping us create temporary, part-time and community-service jobs/positions for Meharry's Federal Work-Study Recipients. **You must submit this form again, even if you participated in the FWS Program in previous years.***

FWS recipients must contact the FWS Supervisor listed on the **Meharry Medical College Federal Work Study Position Notice** (attached) and interview for a FWS position. Once you agree to hire a FWS Recipient, you must assist the FWS recipient in completing the FWS Agreement (Hiring Contract) and the FWS Assignment Notice and Student Work Schedule Form. The FWS Supervisor must sign the FWS Agreement and the Student Work Schedule Form.

Once the Office Student Financial Aid has obtained all required documents (completed correctly) for a FWS hire, then we can forward the FWS recipient's Agreement Packet to the HR Department and the Payroll Office and complete the FWS hiring process. **Students who submit FWS timesheets without completing the required FWS Agreement packet will not be paid.** FWS Recipients must be hired in the College's Payroll System before they can be paid. The FWS Agreement packet is available in the Office of Student Financial Aid, Turner Educational Center for Student Success.

Please submit the request as soon as possible so we can begin the 2022-23 FWS process. If you have any questions about the Federal Work-Study Program at Meharry Medical College, please contact the office at 615-327-6826.

Amy Wood  
Director of Student Financial Aid



## Department Head/ Supervisor's Responsibilities

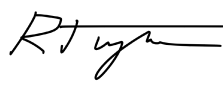
### What is the Department Head/Supervisor's main responsibility to Federal Work-Study students?

It is the Supervisor's role to ensure that the employment experience is educationally enhancing to the student. A federal work-study position may not be directly related to the student's course of study, yet a student can still learn a great deal about the world of work. A student can pick up from almost any job a basic attitude towards work and skills essential to successful job performance, because we are training professionals. A conscientious supervisor can enrich the student's work-study experience immeasurably. It is important for students to learn how a professional should perform in a work environment.

- FWS students can be placed or requested **ONLY** if they have been awarded FWS for the academic year, i.e. the FAFSA and Meharry Application (MAP) are completed as early as January 1. **(No students can be placed or requested if they were not awarded FWS for the academic year).**
- It is the responsibility of the student and supervisor (or proxy) to monitor the hours worked by the student to ensure compliance with Meharry Medical College's regulations.
- Your signature acknowledges that you understand that at **NO TIME** is the student permitted to work over the above stated award amount, **UNLESS OTHERWISE APPROVED.**
- Your signature acknowledges that you understand that at **NO TIME** is the student permitted to work during scheduled class times.
- FWS Students cannot be supervised by other students.
- Supervisors are required to keep detailed daily/weekly records of student's attendance. The Supervisor should retain these records for at least three years.
- No **TIME SHEETS** should be signed in advance. **NOTE: All time submission will be computer-based, not paper, except for off-campus employees.**
- It is recommended that Supervisors have an alternate to approve the students' time-sheets in their absence (that person must be listed as the alternate on the agreement).
- List the maximum amount of students you would like to hire for the year (once that number has been reached, no more students will be allowed to work for the department).
- State whether the work-study position is classified as a Community Service, Reading Tutor, or General Work-Study Position on the next page in detail.



## MEHARRY MEDICAL COLLEGE FEDERAL WORK-STUDY POSITION NOTICE

<b>Job Title:</b>	MPH Teaching Assistant	<b>Job Classification:</b>	
<b>Department/Group:</b>	Department of Public Health Practice	<b>Number of students requested:</b>	
<b>Location:</b>	Meharry Medical College 1005 Dr. D.B. Todd, Jr. Blvd. Nashville, TN 37208	<b>Type of Position:</b>	<input checked="" type="checkbox"/> General Work-Study <input type="checkbox"/> Community Service <input type="checkbox"/> Reading Tutor
<b>Level/Salary Range:</b>	\$20.00/hour	<b>Position Type:</b>	Federal Work-Study
<b>Date posted:</b>	August 10, 2023	<b>Position End Date:</b>	End of SPRING '24 semester
<b>External posting URL:</b>	<a href="https://meharryjobs.silkroad.com/meharryjobs/Student-Work-Study.html">https://meharryjobs.silkroad.com/meharryjobs/Student-Work-Study.html</a>		
<b>Internal posting URL:</b>	<a href="https://meharryjobs.silkroad.com/meharryjobs/Student-Work-Study.html">https://meharryjobs.silkroad.com/meharryjobs/Student-Work-Study.html</a>		
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Assist faculty with uploading course material on BB</li> <li>• Assist faculty with lectures and managing chat discussions</li> <li>• Assist faculty with grading homework assignments</li> <li>• Other duties related to course management</li> <li>• Upload homework assignments on Blackboard</li> <li>• Tutor students enrolled in MPH courses</li> <li>• Communicate and manage course guests</li> <li>• Manage chat feature during virtual lectures</li> <li>• Develop lecture materials under the supervision of the course instructor</li> <li>• Grade homework assignments</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p>B or better in MPH core courses (Research Design, Biostats, Health Behavior, Epidemiology) Must sign confidentiality agreement regarding student information and grades.</p> <p><b>PREFERRED SKILLS</b></p> <p>Strong oral communication skills, Strong written communication skills, Knowledge of Zoom and Blackboard functionality. Organized and keen attention to detail., Ability to work independently and complete tasks on time.</p>			
<b>Supervisor's Name:</b> (Please print)	Dr. Leah Alexander	<b>Supervisor's signature:</b>	
<b>Alternate Supervisor's Name:</b>	Mr. Robert Taylor	<b>Alternative Supervisor's signature:</b>	
<b>Reviewed By:</b>		<b>Date:</b>	Click here to enter a date.
<b>Approved By:</b>		<b>Date:</b>	Click here to enter a date.