

# **2012 SWASFAA**

## **Utilizing Specialized Federal Work Study Programs**

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# Session Summary

- Overview of Federal Work Study Funds
  - Specialized Programs
- Discuss how TAMU establishes, manages and supports work study programs in our community
  - TAMU Reads & Counts Program
  - TAMU Community Service Program
  - TAMU Aggie Mentor Program

# Federal Work Study Program

- A student may be employed under the Federal Work Study (FWS) program by the school in which the student is enrolled (on campus).
- You may also arrange for your school's FWS recipients to be employed (off campus) by—
  - Federal, state, or local public agencies, or
  - Certain private nonprofit or for-profit organizations.

# Federal Work Study Program

- Your school *must* use at least 7% percent of its FWS original allocation or 100% of additional FWS allocation to employ students in:
  - Community Service Jobs
  - Reads and Counts Program
- In general, the federal share of Federal Work Study (FWS) wages paid to a student is 75%. The remaining 25% of wages paid are billed to the Community Service Agency. (Also, our Scholarships & Financial Aid office can pay the 25% as well)
- In the Reads and Counts program, 100% of wages paid are billed to the federal share of Federal Work Study.

# Specialized Programs

- **Community Services** are defined as services through local nonprofit, government, and community-based organizations.
- There designed to improve the quality of life for our residents, particularly low-income individuals, or to solve particular problems related to their needs.
- Example of agencies we serve:
  - United Way
  - Children's Museum
  - Habitat for Humanity
  - Elder Aid

# Specialized Programs

- ***America Reads & Counts*** is a tutoring program started in 1997 by the Clinton Administration in response to the failing literacy and math scores in our nation's schools.
- America Reads & Counts is a grassroots national campaign challenging every American to help all our children learn to read and calculate.
- America Reads tutors focuses on helping children in pre-K through the 5<sup>th</sup>/6<sup>th</sup> grade to read independently and well.
- America Counts tutors work with children in pre-K through the 8<sup>th</sup>/9<sup>th</sup> grade to help improve mathematical and problem-solving skills.

# Texas A&M Reads & Counts Program

- TAMU Reads and Counts Program started October 1997.
- Over 200 Aggies work at 24 locations throughout Bryan and College Station, tutoring elementary students in reading and math.
- Tutors make a huge impact on our community, as over 95% of public elementary school students in Bryan and College Station have the opportunity to work with a Reads & Counts tutors.
- Starting wage for tutors is \$10.00/hour and \$11.50/hour for bilingual tutors. A raise of fifty cents is granted each fall.
- Student Coordinator positions earn \$12.00+/hour.

# Texas A&M Reads & Counts Program

- Our College of Education has overseen the program the last 10 years.
  - They hire the Program Director to oversee the program.
  - The Program Director interviews, hires and trains the student workers.
  - Their department does the payroll for each student employee.
- The Student Employment Office oversee an issues with student's work study awards and payroll.
- The Student Employment Office determines the yearly Tutor Work Study allocation based on last year earnings.
  - AY 1998 - \$186,000, AY 2013 - \$400,000

# Things to consider

- Memorandum of Understanding with College of Education
  - Who does what?
  - Who pays what for ineligible students?
  - Contracts with schools
- Reads and Counts tutors are supposed to tutor in reading and math, not:
  - Playground attendees
  - Teacher aides
- To handle site visits, the Program Director hires student coordinators at each school to keep track of attendance, doing their jobs and handling timesheets of each tutor at that school.

# Texas A&M Community Service Program

- TAMU Community Service Program started September 1996.
- Over 80 Aggies work at 3 Bryan High Schools and 12 Non-Profit Agencies in the Bryan-College Station area.
- The primary purpose of the Community Service Work Study Program (CSP) is to provide part-time employment that will encourage students to participate in community service activities that will benefit the community and those in it.
  - One of the program's goals is to engender in the students a sense of social responsibility and commitment of community.

# Texas A&M Community Service Program

- The Student Employment Office oversees the Community Service Program.
  - We do the referral process, hiring paperwork, payroll, and keep track of state-mandated trainings for each student worker.
- The Student Employment Office determines the yearly Community Service Work Study allocation based on last year's earnings.
  - AY 1998 - \$79,000, AY 2013 - \$213,000

# New Agencies

- New non-profit agencies contact our JLD Coordinator to become one of our Community Service agencies.
- Our Coordinator sets up the contract between the Agency and TAMU to hire our student workers.
- Once the contract is signed, our Coordinator posts the agency's position on our online job bank for students to apply.
- After we have the agency partnering in the Community Service Program, our Coordinator makes at least 1-2 site visits an academic year to observe the students working conditions and answer any questions the agencies may have.

# Hiring CSP student workers

- The students apply for the CSP positions on Jobs for Aggie job portal.
- Once they apply, the student receives a referral document in an email and then reviews our CSP catalog. The student contacts the agency hiring contact person to schedule an interview.
- Once the student is hired by the agency, we received the referral from the agency to begin our hiring paperwork process.
- Once the hiring process has been completed, we give the student worker their authorization form to give to their agency's supervisor so they can start work.

# Things to consider

- We provide a Community Service Catalog of all the agencies. The student reads about the job details and then applies for the position.
  - <http://bit.ly/RCsxWK>
- We have important online forms available for the agencies.
  - <http://bit.ly/QVQJFH>
- We have important online forms available for the student employees.
  - <http://bit.ly/SWHgQW>

# Texas A&M Aggie Mentor Program

- TAMU Aggie Mentor Program started in March 2008.
- The program was initially apart of the G-Force program through Texas Higher Education Coordinating Board.
- We service 4 Bryan-area Go Centers: Bryan Collegiate, Mary Catherine, James E. Rudder and Travis E. Bryan High Schools. (Go Center is a room in the high school that has college and career information for the high school students.)
- We have 20 Aggie Mentors this year working in the program.
- The Aggie Mentors are paid out 25% with Scholarships & Financial Aid department funds. The 75% is paid out of Community Service funds.

# Texas A&M Aggie Mentor Program

- Promote college awareness to the high school students.
- Inform students and parents about college options, financial aid and scholarships.
- Provide peer mentoring about careers, colleges and job skills.
- Provide an example and role model to the high school students.
- Provide tutoring in different high school subjects.
- Motivate high school students to go to college for a degree or tech school for a trade.
- Carry the Aggie Tradition to the high school students.

# Texas A&M Aggie Mentor Program

As the Aggie Mentor Coordinator, I...

- Interview and hire each Aggie Mentor.
- Process hiring paperwork and payroll for each Aggie Mentor.
- Coordinate the Aggie Mentor Student Development Trainings.
- Keep track of state-mandated trainings of each Aggie Mentor.
- Make two site visits to the high school each semester.
- Provide mentorship to the Aggie Mentors.

# Texas A&M Aggie Mentor Program

- When the Aggie Mentors work at their high schools, they report to their site supervisors at the high school Go Center's.
- There the mentors begin mentoring and tutor high school students in the Go Center. Most of the time, the students come to them, some of the time, the Mentors go to the classroom and mentor/tutor there.
- Each of the high schools serves diverse ethnic, population, and income groups.
  - Mary Catherine High School serves at-risk high school students.
  - Bryan High School serves all socio-economic groups of students.

# Things to consider

- It's important to hire students who are passionate in helping others and dedicated to their job.
- At the end of the academic year, it's important to send out surveys to both the mentors and the site supervisors.
- Our Aggie Mentors are providing a community service to the local income students, mentoring them to go to a college or tech school.

# Questions?

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Student Employment Office

Texas A&M University