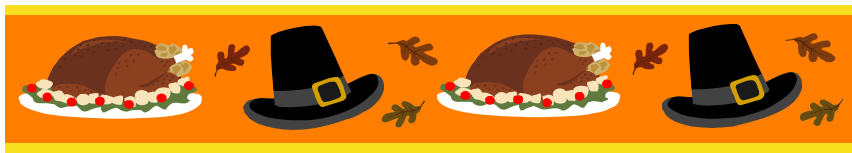


## Currently Open Federal Work-Study Positions

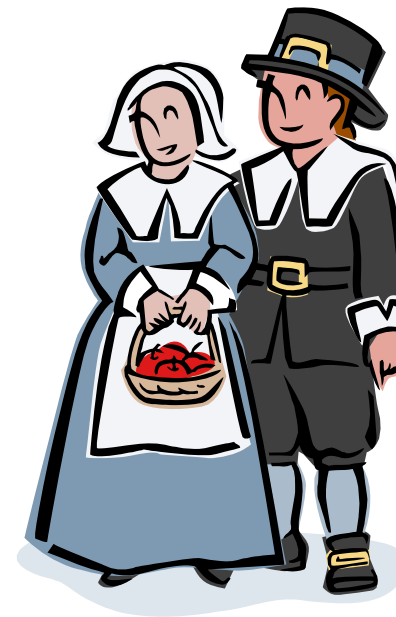
Department	Position	Supervisor	Phone	Email Address
Student Activities	Technical Engineer	jared halter	810-7146	jhalter2@washcoll.edu
Center for Environment & Society	Recycling Assistant	Tara Holste	810-7162	tholste2@washcoll.edu
Dining Services	Catering	Jennifer Sipala	778-7794	jsipala2@washcoll.edu
Public Safety	Dispatcher	Susan Golinski	778-7810	sgolinski2@washcoll.edu
Education	Department Asst	Rachel Scholtz	778-7267	rscholtz2@washcoll.edu
Institutional Research	Student Assistant	Dale Trusheim	778-7207	dtrusheim2@washcoll.edu
OIT	Telecommunications Operator	Alice LaDue	810-7144	aladue2@washcoll.edu
PE/Rowing	Office Assistant	Michael Davenport	778-7226	mdavenport2@washcoll.edu
Student Activities	Student Center Information Desk Assistant	jared halter	810-7146	jhalter2@washcoll.edu
Dining Services	Web Content Developer	Donna Dhue Wilkins	810-5753	ddhue2@washcoll.edu
Physical Education	Office Assistant	Karen Smith	778-7237	ksmith2@washcoll.edu
LFC	LFC Assistant	Jonathan Jenkins	778-7234	jjenkins4@washcoll.edu
OIT	Student Tech Assistant	Jillian Brady	778-7271	jbrady2@washcoll.edu
OIT	Asst to Acquisitions Coordinator	Sara Smith	778-7290	ssmith5@washcoll.edu

Please contact the supervisor listed for more information, and to schedule an interview. When you are hired, to confirm your position and receive preprinted timesheets contact Natalie Story at [nstory2@washcoll.edu](mailto:nstory2@washcoll.edu).



## Federal Work-Study Newsletter

November 2009



## Numbers

Currently there are 256 students that have been awarded and have accepted their Federal Work Study awards for 2009-2010. 187 of the 256 are working. That's about 73%. Congratulations to all of our Federal Work Study students!



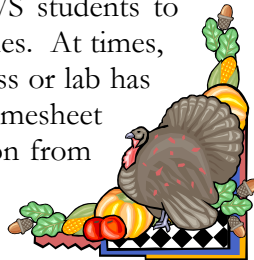
For the 69 students that have not yet taken advantage of their Federal Work Study award, there are still quite a number of positions still open. The openings will be posted later in the newsletter.

## Housekeeping

Issues with payroll, check amounts, etc. – If you are having issues with the amount you received in a paycheck, or receiving your pay, please contact Ms. Tracey Yiannakis. She is the Administrative Assistant/Payroll Assistant in the Business Office. Her contact information is (410) 778-7781 or [tdalrymple2@washcoll.edu](mailto:tdalrymple2@washcoll.edu).

**Timesheets** – timesheets are due in the Business Office on the Monday following the end of the payroll by 3 pm. Student Employee Payroll schedules are available online at <http://hr.washcoll.edu/studentemployment.php>.

The Office of Student Aid audits timesheets of FWS students to compare hours worked to scheduled class and lab times. At times, you may find yourself available to work because a class or lab has been canceled. However, if you are selected for a timesheet audit you will be asked to submit written confirmation from your instructor of the class cancellation to the Office of Student Aid.



## What does it mean when you are offered and accept Federal Work Study?

The Federal Work Study program assists students with financial need by providing compensation for employment in approved positions on campus or off-campus in community service work sites. If you are offered and accept a Federal Work Study award for the year any position you hold on campus (or off-campus in an approved FWS site) will be paid through Federal Work Study wage funds. Currently, all but just a few positions on campus have been approved as Federal Work Study positions. Some exceptions are Resident Assistants, Overnight Hosts, and Safe Ride Staff.

You may certainly work more than one job, however, all positions, except for those listed above, will be paid from FWS wage funds. Please let all of your supervisors know when you are hired that you are a Federal Work Study student, and how much you may earn during the academic year. That will help you and your supervisors know how many hours per week you can be scheduled to allow your award to last for the full year.

