



## FEDERAL WORK-STUDY NEWSLETTER



This academic year is quickly winding down. Many of you have taken advantage of the opportunity to visit me in my office this year because of the Federal Work-Study program and I have enjoyed having a chance to meet you face to face. Feel free to visit, call or email whenever you have a question about the program.

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Before the semester ends and you pack to go home I'd like to give you some points to ponder.

**What is the big deal about April 15<sup>th</sup>? If you remember nothing else about that date, please remember that:**

1. **April 15<sup>th</sup>** has been our federal tax filing deadline since 1955. If you are thinking about and/or required to file a 2007 federal income tax return you have until April 15<sup>th</sup> to do so. Whether or not you are required to file a tax return is determined by your tax filing status and income received in 2007. Check with your parents first, and for more information go to [www.irs.gov](http://www.irs.gov). Rest assured that federal work-study wages are taxable income subject to both federal and state consideration. If you received a paycheck issued by Washington College between January 1, 2007 and December 31, 2007 you should have received a W-2 form in your campus mailbox in January. The wages in box 1 from your Washington College W-2 form must be included in the "wages, salaries and tips" section of your tax return. Questions about your 2007 W-2 form should be directed to the Business Office.

Washington College  
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2. **April 15<sup>th</sup>** is also the deadline to submit your Washington College Application for Need-Based Financial Aid along with signed copies of student and parent 2007 federal tax returns and W-2 forms to the Office of Student Aid for consideration for need-based aid for 2008-2009.

### **Seize this opportunity!**

Take advantage of the Federal Work-Study program to assist you with your educational expenses for the upcoming school year. Save a portion of your earnings from each paycheck in an account to use as a safety net. Even a small amount can make a big difference. If you save ten percent of your \$2,000 Federal Work-Study award that amounts to \$200 in a year. Also, make every effort to earn your entire award! Check with your supervisor to determine if there are more hours available. If not, please contact me and I will research other opportunities for you. A penny earned is a penny you do not have to borrow.

### **What I did on my summer vacation...**

With every single job you learn new skills. Brainstorm for thirty minutes and write down an inventory of anything new you learned this year in your Federal Work-Study position. Did you:

- Learn a new software package or improve your skills?
- Become an expert on a computerized switchboard?
- Prepare bulk mailings?
- Set up and manage a database project for your supervisor?
- Handle cash?
- Become a valued member of a professional office environment greeting clients and taking accurate phone messages?

If so, you can add this new inventory of skills to your resume when seeking summer work and internships. Showcasing skills on your resume points out to future employers specifically how you can bring value to their organization. The Career Development Center at Washington College provides assistance with resumes and finding internship opportunities at <http://career.washcoll.edu/>.

### **\*Listen up!**

Listening is probably one of the most vital ways we can improve communication in all of our relationships, especially between employee and employer. Active listening encourages respect and empathy. Understanding your common mission in your work environment fosters team building, raises productivity, and adds to your sense of satisfaction about the role you play. Listening sounds like an easy task but at times we allow ourselves to fall into habits that are counterproductive. Promote beneficial listening by:

- Giving the speaker an opportunity to complete their message without interruption. Wait until they are finished with their thought to add a comment or ask a question.
- Being respectful of the speaker's message. Don't try to multi-task when someone has asked for a few minutes of your time. Nothing says I don't really care what you are saying like hearing someone typing an email message when you are trying to speak with them on the phone.
- When receiving instructions for a task or project take notes and ask questions.