

### OVERVIEW

American University's [Public Service Work Study Program](#) is a win-win for students, partner organizations, and the Washington, D.C., area residents they serve. Students gain substantive work experience and earn Federal Work Study awards as part of their financial aid packages. Partner organizations fortify their staff with talented student employees at a fraction of the cost. And local residents receive the support they need.

### ELIGIBILITY

501(c)(3) nonprofits and federal, state, and local government agencies whose mission is to serve the public good may participate in this program.

Partner organizations may recruit students for positions designed to improve individuals' quality of life or to resolve community issues. Common functional areas include education, social services, health care, community improvement, and public safety, among others. Job functions that do not qualify for this program include:

- Services to organizations that have membership limits (e.g., credit unions and fraternal or religious orders) if the work to be performed primarily benefits the members
- Partisan or nonpartisan political or election activity for a public or party office
- Services to an elected official unless the official is responsible for the regular administration of a federal, state, or local government program
- Support as a political aide to an elected official
- Lobbying or advocacy work at the federal, state, or local level

AU students awarded Federal Work Study (FWS) as part of their financial aid packages may apply for employment through this program.

### COST SHARING

American University generally covers 75 percent of students' wages and partner organizations cover the remaining 25 percent.

Organizations receive invoices for their 25 percent share at the end of the fall, spring, and summer terms and pay an average of \$450 per student during the academic year and \$1000 per student during the summer. Actual totals vary according to students' hourly rates and hours worked per week.

This academic year, 2020-2021 due to COVID AU will be covering FWS wages with 100% federal funds. Therefore no cost share will be required.

## Program Application

### APPLICATION AND NEXT STEPS

1. Complete this application as thoroughly as possible. Including planned position description.
2. Email your application to Aubrey Hill at [aubreyh@american.edu](mailto:aubreyh@american.edu) or fax it to 202-885-1861. If you have one, enclose a copy of your organization's IRS 501(c)(3) letter.
3. Await notification from Aubrey Hill concerning the eligibility of your organization and proposed position(s). Please allow at least five business days for an initial response.
4. If eligible, arrange an on-site meeting and tour of your facility with Aubrey Hill to assess suitability.
5. Once steps 1-4 are completed you will be sent the Partner Organization Agreement other requisite forms. Submit these forms. Await approval from University legal counsel.
6. Recruit and interview applicants and work with Aubrey Hill to hire student employees.
7. Provide continual coaching and supervision, including time sheet approval, for student employees.

### QUESTIONS

Contact Aubrey Hill, student employment coordinator, at 202-885-1807 or [aubreyh@american.edu](mailto:aubreyh@american.edu).

## Organization Information and Statement of Compliance

<b>Organization Name</b>	
<b>Contact Name</b>	
<b>Email Address</b>	
<b>Phone Number</b>	
<b>Fax Number</b>	
<b>Street Address, City, State, Zip Code</b>	
<b>Website</b>	
<b>Mission Statement</b>	
<b>Principal Services Provided</b> <i>Submit a copy of your organization's IRS 501(c)(3) letter, if applicable.</i>	

<b>Statement of Compliance</b>	
<p>_____ is an equal opportunity employer that does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity and expression, family responsibilities, political affiliation, disability, source of income, place of residence or business, certain veteran status, or any other bases under federal or local law.</p>	
_____	_____
<b>Authorized Signature</b>	<b>Date</b>
_____	
<b>Print Name</b>	
_____	
<b>Title</b>	
_____	

**Organization Name:** \_\_\_\_\_

<b>Job Title</b>	
<b>Band/Hourly Range</b> <i>From table below</i>	

<b>Position Description</b>	
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<b>Educational Requirements</b> <i>(e.g., class level, major, etc.)</i>	
<b>Other Requirements/Qualifications</b>	

<b>Bands</b>	<b>Minimum Rate</b>	<b>Maximum Rate</b>
<b>1</b> – Entry level skills and high school education required	\$15.00	\$15.25
<b>2</b> – One year of prior experience, equivalent education or skill level required	\$15.26	\$15.75
<b>3</b> – Two years of previous experience, or equivalent education or skill level required	\$15.76	\$16.25
<b>4</b> – Upper class or graduate level with at least two years of previous experience, or equivalent education or skill level required	\$16.26	\$16.75

## Job Posting

<b>Supervisor Information</b>	
<i>The supervisor must be a full-time staff member who provides direct supervision for the student.</i>	
<b>Name</b>	
<b>Phone Number</b>	
<b>Email Address</b>	

<b>Time Sheet Approver Information (if different from supervisor)</b>	
<i>The time sheet approver must be able to certify that s/he has firsthand knowledge of the number of hours worked by the student or has used suitable means to verify the student's hours.</i>	
<b>Name</b>	
<b>Phone Number</b>	
<b>Email Address</b>	

<b>Job Location/Address (if multiple locations, list all addresses)</b>

<b>Hours per Week</b> <i>Fall/Spring Terms</i> <i>Average: 5-12 hrs/wk</i> <i>Maximum: 20 hrs/wk</i>	
<b>Number of Openings</b>	
<b>Application Materials</b>	In addition to a resume which materials, if any, must an applicant submit?  Cover Letter ____ Writing Sample (specify length) ____  Other(include what additional documents your require)_____