

COMMUNITY WORK STUDY PROGRAM

OFF-CAMPUS JOB DESCRIPTION FORM

I. Federal Guidelines

Community Service Jobs are defined as providing services that are identified by an institution of higher education through formal or informal consultation with local nonprofit, governmental, and community-based organizations as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. Work is not “in the public interest” if:

- It primarily benefits the members of an organization that has membership limits, such as a credit union, a fraternal or religious order, or a cooperative;
- It involves any partisan or nonpartisan political activity or is associated with a faction in an election for public or party office;
- It is for an elected official, unless the official is responsible for the regular administration of federal, state, or local government;
- It is work as a political aide for an elected official;
- A student’s political support or party affiliation is considered in hiring them; or
- It involves lobbying on the federal, state, or local level.

II. Guidelines for Establishing Wage Rates

In accordance with Federal Work Study (FWS) Guidelines, the following must be considered and taken into effect when establishing wage rates:

- The skills needed to perform the job
- How much persons with those skills are paid in the local area for doing the same type of job
- Rates the school would normally pay similar non-FWS employees

- Any applicable federal, state, or local laws that require a specific wage rate

It is not acceptable to base the wage rate on the student’s need or any other factor not related to the student’s skills or job description.

III. Job Descriptions

Each job description must include the following:

- The name and address of the student’s employer (department, public agency, nonprofit organization) including the name of the student’s supervisor
- The purpose of the student’s job and how it fulfills the community service guidelines
- The student’s duties and responsibilities to clearly define job eligibility under the FWS program
- The job qualifications
- The job’s wage rate or range and length of employment

The job description has several purposes:

- It clearly defines whether the job qualifies under the Federal Work-Study Community Service guidelines
- It provides information needed to explain the position to a student and to help the student select the type of employment most closely related to their educational or career objectives
- It establishes a written record, for both student and employer, of the job’s duties and responsibilities to that there will be no misunderstanding

(Job Description Form on next page)

DAVID M. EINHORN CENTER FOR COMMUNITY ENGAGEMENT

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Type and complete the entire form. Be certain to include the primary responsibilities and elements of the position. This form is used as a reference in evaluating the position as community-service-eligible. If you have questions please call the Community Work-Study Program at 607-255-7882 or send an email to cwsp-psc@cornell.edu .

Employing Agency:

Agency Address:

Agency Phone:

Website:

Name/Title of Immediate supervisor:

Supervisor Email Address:

Supervisor Phone:

Title of Position:

Number of positions:

Work Site (if different from above):

Transportation requirement or bus route available:

Term:

Hourly wage:

Required Availability or Schedule:

Hours per week:

Start Date:

End Date:

List the required responsibilities/tasks of this position. Use brief sentences that begin with action verbs (e.g., conduct, operate, prepare, coordinate, etc.):

If previous experience or coursework is required please list:

List any special requirements of the position (e.g., standing, lifting and carrying, fine motor skills):