

# Student Responsibilities



## WHAT ARE MY RESPONSIBILITIES TO MY EMPLOYER AND THE FWS PROGRAM?

After you are hired at a job site, the following responsibilities are expected:

- By accepting a Federal Work Study position students become employed by a department or agency that depends on them.
- Maintain the work schedule you and your supervisor agreed on.
- Learn your duties and complete all assignments on time to the best of your ability.
- Conduct yourself in a professional manner at all times.
- Always notify your supervisor if you are running late or cannot report to work
- You may not work during your scheduled class times, or on legal holidays when the college is closed.
- You may only be paid for the hours you actually worked. Maximum 20 hours per week .
- Up to a Maximum of 7 hours in a day . During a 6 hour work shift you Must take a mandatory 30 minute lunch Break.
- You are responsible for making sure you do not exceed your budgeted FWS award.
- Verify that your supervisor submitted your accurate time sheet on time.
- Familiarize yourself with the instructions on your student copy of the timesheet.
- Make sure the dates on student copy of the time sheet match the FWS payroll calendar.
- Keep a copy of your timesheet for future reference.
- If you withdraw, take a leave of absence, or are academically dismissed from school inform the FWS Coordinator immediately. □ Report any change of address to the Financial Aid Office



## ON THE JOB BEHAVIOR FOR FWS STUDENTS

Any job is a serious obligation and your performance, attitude and conduct should reflect this. Wherever you work, all organizations strive to create an atmosphere of courteous and efficient service to your colleagues and the public. Keeping this in mind, we have constructed a list of job behaviors and attitudes that will help you if you follow them. These behaviors are applicable in any work situation.

- **Show Initiative.** Learn all you can about the area or department in which you are assigned. The more you know about the area, the more valuable you will become to the office.
- **Be part of the team.** Have a positive attitude. Be cooperative and show a willingness to learn.
- **Always strive to do your best.** Your work reflects your attitude as well as your level of competency.
- **Conduct yourself in a professional manner.** Maintain confidentiality of all information that passes through your hands that you may see or hear.
- **Know your area of responsibility.** Complete your work thoroughly and accurately. If you do not understand or you are unsure of your assignment always ask questions.
- **Keep socializing to a minimum.** On the job fun can be accepted on occasions but socializing that lowers efficiency and productivity is not acceptable.
- **Limit personal phone calls.** Only official calls should be made on a business telephone unless otherwise state or in the case of an emergency.
- **Use titles correctly.** You will be meeting, addressing and speaking to many people with various titles. Remember to address people by their correct title.
- **Represent your office well.** You maybe the first contact that a person has with the job site. Remember the manner in which the person is received leaves a lasting impression.

