Enclosed you will find:
- Job Survey Form*
- Pay Plan

*The form can be filled prior to printing. Click the field to fill-in.

The Job Survey form provides a complete description of the Work-Study Position available at the department.

Returning students who have been awarded work-study may continue working in the same position once they check-in with the Office of Student Financial Aid – Need Based Employment Office.

When employing a FWS student, please consider the following:

1. The Student Employment Office processes all FWS appointment forms.

2. Students on FWS assignments have to be enrolled at least half time (6 credit hours) in order to receive funding from this program.

3. Students may not work during their normally scheduled class hours unless it is properly documented on the front of the timecard.

4. All students employed by the University must be paid for their services. Under no circumstances students work on a volunteer basis while waiting for their FWS to be awarded.

5. Departments are liable for any payments made in excess of the student’s work-study award.

Departments in need of Work-Study Students MUST return the completed Job Survey form to the Office of Student Financial Aid – Need Based Employment Office, Building SU-80, Room 233 or fax the form to ext. 7-2158

If you have any questions, please call us at ext.7-3680.

All students employed by Florida Atlantic University must be paid at least the current minimum wage. On January 1, 2006, the State of Florida increased the minimum wage to $6.67 per hour.

The rate ranges listed below, indicate the acceptable starting pay ranges for each job category. They will correspond directly with the position box you have indicated on the FWS Job Survey Form.

**Clerical / Fiscal**

Starting pay range: $6.79 – $8.50

Basic to advanced ability/skills required: may include typing, filing, bookkeeping, accounting, running errands, processing purchase orders and reception desk duties.

**Technical**

Starting pay range: $8.00 – $10.00

Average to extensive technical ability/skills required: may include technical troubleshooting, specialized machinery/tool/computer operation and maintenance, website design, etc.

**Para-Professional / Instructional**

Starting pay range: $10.00 - $12.00

High to advanced knowledge in subject matter: may include tutoring, peer counseling, publication, research, etc.

**Florida Work Experience Program**

Starting pay range: $9.00 - $10.00 (set by Palm Beach County School Board – subject to change)

Tutoring / Classroom assistance for the Palm Beach County School District

**Off-Campus Community Service**

Starting pay range: $10.00

Tutoring / Child Assistance in local community service organizations

**NOTES:**

1. A work/study student cannot earn more than the lowest paid full-time employee in the department.
2. The hourly wage is not determined by amount of the student’s award. It will correspond with the job skills/experience required for the job category selected.
3. Students are eligible for a raise of .50/hour after completing two semesters in the same position, and then annually thereafter.

Revised: 10/23/2007
fwssurvey_form.doc
FLORIDA WORK-STUDY PROGRAM
JOB SURVEY
https://jobs.finaid.fau.edu

Hours may vary depending on the work-study award, the numbers of weeks in the semester and the salary.

DEPARTMENT ________________________________ DIVISION/COLLEGE __________________

CAMPUS ________________________________ BLDG# ___________ ROOM# ___________

CONTACT PERSON __________________________ PHONE EXT.# ___________

JOB DESCRIPTION ________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

SPECIAL SKILLS AND ABILITIES NEEDED ________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

WILL THIS POSITION REQUIRE THE HANDLING OF MONEY?  □ YES  □ NO

Hourly Rate*________

*Consult the FWS PAY PLAN 2007-2008
(NOTE: Cannot exceed maximum or fall below minimum of position type)

Position (choose one, for Other you must fill-in the description):

□ Clerical/Fiscal  □ Technical  □ Para-Professional/Instructional
  Pay Range: $6.79 - $8.50  Pay Range: $8.00 - $10.00  Pay Range: $10.00 - $12.00

□ Florida Work Experience  □ Off-Campus Community Service
  Pay Range: $9.00 - $10.00  Pay Range: $10.00
  (Set by Palm Beach County School Board)

□ Other ________________________________________________

AUTHORIZED NAME ________________________________ (Please Print)

AUTHORIZED SIGNATURE __________________________________ DATE ________________

OFFICE OF STUDENT FINANCIAL AID – NEED BASED EMPLOYMENT
FAX # (561) 297-2158