

Student Life Community Services Worker – Federal Work Study

Supervisor & Department:

Illya Lawrence, Assistant Vice President for Student Life and Athletics
Sandra Tyner, Assistant Director of Student Resiliency Services
Eman Cohen, Student Activities Coordinator
Student Life Department

Location of Employment (Where the Student Will Perform Duties):

Various locations at Point University and in the nearby community

Job Description:

Purpose/Role

Be a positive presence helping to serve the needs of the local community by representing Point University's mission to educate students for Christ-centered service and leadership throughout the world.

Community services are services that are designed to improve the quality of life for community residents, particularly low-income individuals, or to solve problems related to their needs. These events are open and accessible to the general community.

Duties and Responsibilities

Duties may vary based on location and type of event. Specific duties will be assigned by the event supervisor as needed during the event. Duties may include but are not limited to

- Assisting with organizing, set-up, and clean-up of event location.
- Interacting with the local community to ensure safety and fulfill the service mission of the event, helping guests to navigate the venue, and meeting community needs to the extent possible.
- Assist with promoting events within the community.
- Manage assigned stations during the event, report to leadership for help when necessary.

Personal transportation may be required for some events. Event workers may be required to work outdoors in non-airconditioned spaces and may be required to lift more than 20 lbs. or work with a team to complete event set-ups. Any physical limitations should be brought to the attention of the supervisor prior to beginning any event work.

Rate of Pay

\$10.00 per hour. Student employees cannot work more than 20 hours per week for all Federal Work Study positions combined, or over 10 hours in a day. Student employees are paid bi-weekly. All Federal Work Study student employees will be paid by direct deposit.

Minimum Qualifications and Employment Information

All work Study students must maintain Satisfactory Academic Progress with a minimum 2.0 cumulative GPA as an undergraduate student and 3.0 cumulative as a graduate student and 67% credit completion rate for all courses attempted in the program.

Students must be active students and currently enrolled, enrolled for the upcoming Fall term if not attending Summer courses.

Students must have financial aid eligibility for the Federal Work Study program which includes demonstrated financial need based on the Free Application for Federal Student Aid (FAFSA) and remaining cost of attendance after other aid is applied. Students will need to reapply annually.

Length of Employment

Start date varies by student. All Federal Work Study employees will be terminated on or before the last day of the Spring Semester of each academic year unless the student's supervisor requests for them to work during the summer session. Students may not work beyond the final day of the financial aid award year, June 30, without reapplying and being rehired for the new award year. Evaluations and continued financial aid eligibility are a factor in job retention and rehire for future academic years.

Evaluation Procedures

Written performance evaluations shall be completed for each student employee and discussed with the student employee, to include comments, praise, or criticism in a constructive manner. Supervisors will indicate if they wish to continue employing the student through the next semester. A copy of the evaluation form shall be maintained by the supervisor and the original copy given to the Financial Aid Office. All student employees shall be evaluated at least once a term (or at the end of an assignment).