

The Federal Work Study Program—Frequently Asked Questions

1. What type of work will I be expected to do if I accept my FWS award offer?

Most students employed in the FWS program provide assistance in offices or labs. They are only expected to play “supportive” roles and will be given the necessary training to complete their assignments.

2. How are FWS workplace assignments made?

FWS opportunities are available at more than 75 sites on campus and more than 20 off campus. We will use the information that you provide on your FWS assignment sheet and that we find in your JOBTRAX profile to attempt to make the best possible matches possible and to help MU departments with their work load. You will be interviewed by the FWS supervisor at your work site to review your skills and available times before your final placement is made. While some offices may only need one or two workers, others like Biological Science, Chemistry, Theatre, Education along with Art and Design will try to hire as many of their majors as possible.

3. My FWS award is for \$1500. How many hours will I be expected to work each week to earn those dollars?

FWS awards are made for the academic year (fall thru spring semesters) unless otherwise noted. Each semester comprises about 16 weeks. If you divide your FWS award by 32 (weeks) and then again by \$7.25 (the hourly wage) you will obtain the average number of hours you can work each week. For example, \$1,500 divided by 32 divided by 7.25 equals approximately 6.5 hours.

4. How will my work be scheduled? Will I have to work on weekends?

You and your FWS supervisor will schedule your hours around your classes taking into account the times when help is most needed in the office where you are assigned. While libraries and computer labs are open evenings and weekends, the standard work week is from eight to five Monday thru Friday.

5. When and how will I be paid?

Marshall University operates on a schedule that enables all employees to be paid every two weeks or 26 times each year. Each FWS student will receive a personalized time sheet every two weeks on which to record the hours worked each day. Students will only be paid for the hours that they actually work. The first “payday” does not occur for about a month but each worker will be paid every two weeks thereafter.

6. I’d really like to work at the Campus Recreation Center or with Athletics. How often do FWS students get assigned to those sites?

Since the Recreation Center and Athletics generate funds, they are able to use portions of their own budgets to employ students that have the special skills or talents that they need. For that reason, most FWS students are assigned elsewhere to help meet the needs of other departments.

7. May I use my FWS award to pay my bill with the Bursar?

Unlike grant or scholarship awards, FWS earnings are dependent on the number of hours each student works every two weeks. FWS pay is delivered electronically to your Higher One account or directly deposited into your checking or savings account. Earnings that you save could be used to pay your bill with the Bursar for future semesters.

8. The program is called Work Study. Does that mean I will be able to study while I’m being paid as a worker?

Like most jobs there are times when workers are busier than others. While supervisors may on rare occasions allow student workers to read or study if all work is caught up, FWS students should plan on doing their homework and studying before or after they come to work.