Community Partner Expectations

Community-based Federal Work-Study Program

GENERAL EXPECTATIONS

- Be familiar with the partnership agreement
- Create a part-time position
- Schedule students to work 15 hours/week or less
- Manage your hiring process (reviewing resumes, conducting interviews, etc.)
- Provide appropriate supervision
- Engage in skill building and learning as possible
- Talk about skills, learning, and how to be employable with your student(s)
- Maintain open communication with CEL staff
- Recruit via RamblerLink
- Participate in site visits
- Monitor each student’s Work Study funds
- Submit reimbursement every pay period
- Attempt to participate in some aspect of National Student Employment Week

FEDERAL GUIDELINES

- Work-study positions CANNOT replace full-time positions
- Positions CANNOT serve any partisan political operation
- Advancement positions may provide support (i.e. conduct donor research, administer a database, etc.) but CANNOT make direct solicitations
- Students CANNOT be asked to pay for tests, certifications or background checks/finger printing out of pocket

- Work-study students cannot provide programming; maintenance or operations in dedicated religious worship space (must be used for multiple activities such as support groups, day care, etc.)
- Students cannot be asked to purchase uniforms or uniform pieces beyond what is asked of other staff members
- Wages paid are at least commensurate with State of Illinois current minimum wage
- Students are hired as part-time staff members, not contractors or consultants

ASSESSMENT PARTICIPATION

The CEL may ask partners to participate in one or more of the following for assessment purposes: Work place site visit or observation; Manager assessment of work-study student on-the-job learning; Manager completion of an on-line experience survey; or Work-study student completion of an on-line survey measuring on-the-job learning.

TRAINING

Loyola provides annual training and development opportunities for partners. It is an expectation that partners make their best effort to take advantage of these opportunities.

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