

# COMMUNITY WORK STUDY PROGRAM

## ON-CAMPUS JOB DESCRIPTION FORM

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### I. Federal Guidelines

Community Service Jobs are defined as providing services that are identified by an institution of higher education through formal or informal consultation with local nonprofit, governmental, and community-based organizations as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. Work is not “in the public interest” if:

- It primarily benefits the members of an organization that has membership limits, such as a credit union, a fraternal or religious order, or a cooperative;
- It involves any partisan or nonpartisan political activity or is associated with a faction in an election for public or party office;
- It is for an elected official, unless the official is responsible for the regular administration of federal, state, or local government;
- It is work as a political aide for an elected official;
- A student’s political support or party affiliation is considered in hiring them; or
- It involves lobbying on the federal, state, or local level.

### II. Guidelines for Establishing Wage Rates

In accordance with Federal Work Study (FWS) Guidelines, the following must be considered and taken into effect when establishing wage rates:

- The skills needed to perform the job
- How much persons with those skills are paid in the local area for doing the same type of job
- Rates the school would normally pay similar non-FWS employees

- Any applicable federal, state, or local laws that require a specific wage rate

It is not acceptable to base the wage rate on the student’s need or any other factor not related to the student’s skills or job description.

### III. Job Descriptions

Each job description must include the following:

- The name and address of the student’s employer (department, public agency, nonprofit organization) including the name of the student’s supervisor
- The purpose of the student’s job and how it fulfills the community service guidelines
- The student’s duties and responsibilities to clearly define job eligibility under the FWS program
- The job qualifications
- The job’s wage rate or range and length of employment

The job description has several purposes:

- It clearly defines whether the job qualifies under the Federal Work-Study Community Service guidelines
- It provides information needed to explain the position to a student and to help the student select the type of employment most closely related to their educational or career objectives
- It establishes a written record, for both student and employer, of the job’s duties and responsibilities to that there will be no misunderstanding

*(Job Description Form on next page)*

DAVID M. EINHORN CENTER FOR COMMUNITY ENGAGEMENT

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Type and complete the entire form. Be certain to include the primary responsibilities and elements of the position. This form is used as a reference in evaluating the position as community-service-eligible. If you have questions please call the Community Work-Study Program at 607-255-7882 or send an email to [cwsp-psc@cornell.edu](mailto:cwsp-psc@cornell.edu) .

Employing Department:

Office Address:

Phone:

Website:

Name/Title of Immediate supervisor:

Supervisor Email Address:

Supervisor Phone:

Title of Position:

Number of positions:

Work Site (if different from above):

Transportation requirement or bus route available:

Term:

Hourly wage:

Required Availability or Schedule:

Hours per week:

Start Date:

End Date:

List the required responsibilities/tasks of this position. Use brief sentences that begin with action verbs (e.g., conduct, operate, prepare, coordinate, etc.):

If previous experience or coursework is required please list:

List any special requirements of the position (e.g., standing, lifting and carrying, fine motor skills):

Department account to be charged:

Department HR rep:

Department KFS org:

Retain a copy of this form for your own records, as well as to share with students. Please email this form to: Cornell Community Work-Study Program, [cwsp-psc@cornell.edu](mailto:cwsp-psc@cornell.edu) .