EURēCA! Work-Study Program Handbook

Federal Work-Study Student Assistantships

Office of Undergraduate Experiences with the support of the Office of the Provost involving a collaboration of the Financial Aid and Scholarships Office, Experiential Learning Center, and Career Center. | Fall 2018 |

This EURēCA! Work-Study Program Handbook is intended to provide an overview of the Program and to summarize policies described in detail in the University of Colorado Denver | Anschutz Medical Campus Student Employment Handbook. All on-campus University employers should read, be familiar with, and adhere to policies described in detail in the University of Colorado Denver | Anschutz Medical Campus Student Employment Handbook. Every student assistant should also be familiar with the Student Employment Handbook and, in particular, read and understand the Student Employee Information and Policy sections of the Handbook.
# TABLE OF CONTENTS

Welcome Students and Faculty! ......................................................... 2  
What is the EURēCA! Work-Study program? ........................................... 3  
For Employers ......................................................................................... 4  
What does it mean to be a mentor? ......................................................... 4  
Why should I participate? ......................................................................... 4  
Who is eligible for EURēCA! Work-Study program? ................................. 5  
Recruiting ................................................................................................. 5  
General Employer Responsibilities ............................................................ 8  
Timesheets ................................................................................................. 8  
Evaluating Students ................................................................................. 9  
For Student Employees ............................................................................ 10  
Student as scholar what does that mean? ................................................. 10  
Why should I participate? ......................................................................... 10  
Who is eligible for EURēCA! Work-Study program? ................................. 11  
How Do I Apply for a EURēCA! Work-Study Job? ................................. 12  
Job Requirements .................................................................................... 13  
Federal Work Study and FAFSA Information ............................................ 16  
General Requirements ............................................................................. 13  
Hours ....................................................................................................... 14  
Schedule Setting ........................................................................................ 14  
Timesheets and Pay Periods ...................................................................... 15  
Direct Deposit ............................................................................................ 15  
Resignation and Terminations .................................................................. 15  
Additional Information ............................................................................. 15  
*Application Procedure* ......................................................................... 17
Welcome Students and Faculty!

The EURēCA! Work-Study Program is one of several programs administered by the Office of Undergraduate Experiences, which are designed to offer undergraduates at CU Denver an opportunity to engage in original research, creative, and other scholarly activities. This Program, in particular, facilitates the use of Federal Work-Study by qualified undergraduates pursuing professionally relevant scholarly activities, while being supervised and mentored by CU Denver or CU AMC faculty. We hope that students and faculty alike will benefit from participating in this Program and that it will meet your expectations, as well as our own.

Students, we are excited that CU Denver is able to offer you a variety of exciting opportunities to engage in original research, creative, and other scholarly activities, regardless of your prior experience doing so. Take this time to learn to conduct original scholarship in your field, develop a professional relationship with a faculty mentor, immerse yourself in your discipline, explore academic and career options, and follow your passion!

Faculty, help us to introduce students to scholarship in your discipline, challenge our students by engaging them in professionally relevant and meaningful scholarly activities, and support them as they disseminate their findings to a broader audience. Ideally, participating in one or more of our EURēCA! Programs will advance your scholarship, as well, as it has for many faculty members across our schools and colleges at CU Denver.

We are here to provide support as you navigate the process to become part of our community of scholars. Don’t hesitate to contact us with questions about this and other EURēCA! Programs. We are here to support you!

Sincerely,

Lindsey Hamilton, PhD
Director of Undergraduate Research and Creative Activities
Office of Undergraduate Experiences
What is the EURēCA! Work-Study program?

The EURēCA! Work-Study Program offers undergraduates the use of Federal Work-Study Awards to pursue professionally relevant research, creative, and other scholarly activities, while being supervised and mentored by CU Denver | CU AMC faculty. This EURēCA! Program is offered as a collaboration between the Office of Undergraduate Experiences, Experiential Learning Center, Financial Aid and Scholarships Office, and Career Center at the University of Colorado Denver, with support provided by the Office of the Provost.

As the only public urban research university in Colorado, CU Denver is uniquely positioned to offer undergraduates an opportunity to engage in the pursuit of knowledge through original research, creative, and other scholarly activities. The Office of Undergraduate Experiences (OUE) administers several university-wide programs that fall under the EURēCA! umbrella (Education through Undergraduate Research and Creative Activities). These programs facilitate and encourage opportunities for students to enter the scholarly enterprise.

While the goal of these programs is to provide undergraduates with a professionally relevant research, creative, or other scholarly experience, the following entry-points — *apprentice, emerging scholar, scholar* — recognize that our undergraduates are extremely diverse and will bring with them varying levels of experience. Whereas most matriculating students would be expected to enter at the apprentice level, this will not always be the case. As such, EURēCA! Programs offer opportunities for each student according to their academic preparation, current skillset, and professional interests.
FOR FACULTY MENTORS/EMPLOYERS

What does it mean to be a mentor?

*Students report that the most important aspect of the undergraduate research experience is their relationship with a mentor.*¹

- Mentors are individuals who take a special interest in the development of a student into a professional. At CU Denver, we believe that this should include mentored research, creative, and other scholarly activities.

- Mentors are essential in ensuring the success of a student’s scholarly experience. For some students, the mentor will serve as the first individual to intellectually stimulate them outside of the classroom.

- The mentor teaches a variety of applied skills, methods, and techniques that fosters curiosity and allows students to pose relevant questions. As importantly, mentors help students to develop critical thinking and analytical skills.

- Mentors provide the opportunities for students to participate in research, creative, and other scholarly activities. They also facilitate the dissemination of the outcomes from these activities.

- Mentors play a significant role in providing intellectual stimulation for their students and encouraging creativity and innovation outside the classroom.²

- They provide guidance to students who are planning their development as professionals and help set milestones.

- In so doing, mentors train a new generation of scholars and practitioners.

- Mentors also gain personal satisfaction from working with students. They typically enjoy training the next generation, watching a student mature intellectually, and knowing that they have played an integral part in that process.

Why should I participate?

Recognizing that CU Denver is a research institution, the EURēCA! Programs have been designed with a goal of advancing the scholarship of our faculty. The EURēCA! Work-Study Program helps match faculty with qualified students — talented undergraduates with a Work-Study Award as part of their Financial Aid Package — who can assist them in completing their research, creative, and other scholarly activities. The program supports faculty by assisting them with many aspects of the student employment process, from creating and posting job descriptions to hiring, mentoring, and paying student assistants. But that’s not the best part! Currently, the EURēCA! Work-Study Program provides

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participating faculty with the financial support to cover the 25.5% employer contribution — typically $765 each semester — to employ student assistants.

This student/employee — mentor/employer relationship allows faculty to cultivate undergraduates for current and future scholarly activities, explore new areas of scholarship, enhance research productivity and efficiency, optimize preparation for tenure and promotion, and support the research and teaching mission of the University.³

All that said, it should be noted that faculty can hire student hourly and Work-Study employees outside of this EURēCA! program.

**Who is eligible for EURēCA! Work-Study program?**

To be eligible to mentor a EURēCA! Work-Study student, the primary mentor must:

- be a CU Denver | CU AMC faculty member or be a CU Denver | CU AMC employee affiliated with a faculty member, who will serve as the primary mentor (e.g., post-doctoral scholar, professional research associate, advanced graduate student);
- hold a full-time tenured, tenure-track, or clinical teaching track appointment;
- maintain an active scholarly program in any discipline, academic unit, or college at CU Denver | CU AMC;
- be committed to engaging a EURēCA! Work-Study eligible undergraduate in her/his scholarship, to include providing University trainings, one-on-one mentoring meetings, and group meetings;
- complete pre- and post-activity assessment materials, as requested;
- be responsible for the completion of all employment paperwork (e.g., letter of offer, HCM entry, bi-weekly time records, payroll, termination) through his/her home department/unit;
- have a demonstrated commitment to EURēCA! Programs at CU Denver, including RaCAS;
- participate annually in at least one Center for Faculty Development workshop or seminar emphasizing the mentoring of undergraduate scholarly activities.

**Applying and Recruiting**

Our undergraduates are eager to learn, to interact with faculty, and to put the knowledge and skills they’re learning in the classroom to work in the real world. Strategically tap into the talented workforce awaiting you here! Ask yourself, what activities will benefit an undergraduate, while advancing my scholarship on some level? Of these activities, which can be accomplished by undergraduates? And what qualifications are most important to

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successfully completing them? How many hours are needed to accomplish these activities? And how flexible can you be scheduling those hours?

1. **Write a Good Job Description**

In order to initiate a EURēCA! Work-Study job posting, primary faculty mentors are required to complete an application that addresses all of the elements of a job description and, if approved for funding through this program, the Handshake job posting (Appendix A).

Each job must provide the undergraduate employee direct experience with scholarship in your discipline at a level that is consistent with the student’s interests, knowledge and skills, and professional goals. EURēCA! Work-Study jobs are *not* administrative support positions. As such, we expect that an employer (mentor) will treat the EURēCA! Work-Study Student Assistant as a full member of her or his scholarly team. Above all, undergraduates participating in this program must also maintain satisfactory progress toward the completion of their degree.

<table>
<thead>
<tr>
<th>Job Description</th>
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<tbody>
<tr>
<td>1. Name of the position (e.g., Research Assistant in Bioinformatics) Note: This is not the job classification!</td>
</tr>
<tr>
<td>2. Job classification and code for the position (e.g., Student Assistant I, 4101).</td>
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<tr>
<td>3. Name and address of the faculty mentor/employer (school, public agency, nonprofit organization, etc.).</td>
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<td>4. Department/unit in which student will be employed.</td>
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<tr>
<td>5. Location at which the student will perform her/his duties.</td>
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<tr>
<td>6. Name of student’s direct supervisor.</td>
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<tr>
<td>7. Position description 2-5 sentences long describing the nature of the position in reasonably nontechnical language geared toward undergraduates</td>
</tr>
<tr>
<td>8. Purpose/role of the position within the group.</td>
</tr>
<tr>
<td>9. Duties and responsibilities associated with the position and how they relate to the purpose/role.</td>
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<tr>
<td>10. Rate of pay for the position (cross-referenced to the payrates approved by Student Employment; see Appendix).</td>
</tr>
<tr>
<td>11. General qualifications for the position and specific qualifications for the rate of pay associated with the position.</td>
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<tr>
<td>12. Length of student’s employment. Note: Begin and end dates are established by Student Employment; contact <a href="mailto:StudentEmployment@ucdenver.edu">StudentEmployment@ucdenver.edu</a>.</td>
</tr>
<tr>
<td>13. Procedures for determining a student’s rate of pay when a position may have multiple rates.</td>
</tr>
</tbody>
</table>
3. **Create and Post a Position**

As requested by Financial Aid and Scholarships, all position descriptions must be submitted through the online Handshake student employment platform. Faculty are responsible for completing the EURēCA! Work-Study Mentor application describing themselves, the positions, and expectations for the successful applicant. However, the EURēCA! Work-Study Program will take responsibility for creating the initial job postings, advising Work-Study eligible students with respect to job opportunities and the preparation of application materials, monitoring applications, and supporting mentors, and their payroll liaisons.

For priority consideration in a new academic year, applications for positions need to be submitted at least two months prior to the beginning of a semester, although a position may be posted anytime during the academic year until funding is exhausted.

Faculty are required to apply for a CU Denver account with Handshake in order to review applications and initiate the hiring process. With a Handshake account, a mentor is also able to revise and repost positions. You will use your Netid and password to access the system.

4. **Advertise and Promote to Recruit Talented Students**

Successful recruiting is a critical step to ensuring a positive and productive student-mentor relationship.

Any student with a Handshake account can search Handshake for job postings. However, only those undergraduates who have met with an Undergraduate Research Advisor in the Experiential Learning Center or Career Center will be able to apply for a EURēCA! Work-Study position. These jobs will also be promoted to a subset of our undergraduates by the EURēCA! Program.

However, undergraduates most often hear about opportunities from their faculty members. As such, we recommend that you share this position information with your students, since they are most likely to be qualified. Announce your job and promote the program in class. Provide promotional materials to your colleagues and undergraduate major advisors. Distribute the job description through your department student listserv.

5. **Hire Your Work-Study Student Assistant**

The online Handshake student employment platform will accept and manage applications from students, while EURēCA! Program staff will monitor applications. However, each faculty member will need to review applications, update postings, and select a student through Handshake.

Please interview all, some, or none of the applications uploaded. These applicants have already passed the one requirement that the Financial Aid and Scholarships requires and that is they have been awarded Federal Work-Study funds. This will also be facilitated by
EURēCA! Program staff, who will screen interested undergraduates regarding Work-Study eligibility. Any other requirements are completely up to faculty.

Once faculty have interviewed and decided on an employee for their position, s/he should make the selection in Handshake and contact the Director of Undergraduate Research and Creative Activities in order to obtain the speedtype to which salaries will be charged. The faculty member’s home department/unit is responsible for the completion of all employment paperwork (e.g., letter of offer, HCM entry, bi-weekly time records, payroll, termination) through his/her home department/unit.

General Employer Responsibilities

All on-campus University employers must read, be familiar with, and adhere to policies described in detail in the University of Colorado Denver | Anschutz Medical Campus Student Employment Handbook, which is only abstracted here. Additionally, employers should ensure that every student assistant is familiar with the Student Employment Handbook and has read and understands the Student Employee Information and Policy sections of the handbook.

All employers must ensure that all student employees complete the University of Colorado Denver | Anschutz Medical Campus mandatory Skillport trainings listed below:

- CU: Discrimination and Harassment
- CU: Information Security and Privacy Awareness training

Additional HR and departmental trainings associated with the student assistant position (e.g., FERPA, HIPAA, Sexual Harassment, Discrimination, Lab Safety Training) may also be required. If employers have questions regarding the specific trainings student employees should complete, they should contact Student Employment and/or their home department.

Each University of Colorado Denver | Anschutz Medical Campus department/unit is responsible for maintaining personnel files including job descriptions, setting up each student employee in HCM properly, and terminating student employees in HCM once a student’s position has concluded. Contact Student Employment with questions regarding student employee setup or termination in HCM.

Timesheets

Time reports are submitted and verified through the online system. Daily time in and out is required on the time report. A mandatory 30-minute break is required when a student works six consecutive hours. This must be shown on the time report as time in and out.

It is ultimately the student’s and supervisor’s responsibility to keep track of work-study earnings and awards throughout the semester. Furthermore, it is the sole responsibility of the student to be aware of possible funding and status changes, along with any work-study award reductions to their Financial Aid during the semester. It is also the
sole responsibility of the student to immediately inform their supervisor of any changes that can affect their work-study award and employment eligibility.

**Any earnings over a student’s Work-Study award will be paid at 100% by the employing department/unit.**

**Evaluating Students**

Faculty will be asked to assess the student's skills, through interviews and observation at least twice during the academic year.
FOR STUDENT EMPLOYEES

Student as scholar: what does that mean?

*The term scholar denotes a person with a deep and profound knowledge of a specific subject. Whereas all scholars are students, not all students become scholars. Research, creative, and other scholarly activities introduce students to the concept of scholarship and to the scholarly methods that are employed in a discipline.*

- Students participating in EURēCA! Programs will begin to understand how knowledge is generated and disseminated through scholarly activities, as well as the importance of scholarship to society.
- Students will learn to: distinguish between personal beliefs and evidence; understand and apply the methods used in a discipline; and understand how knowledge is disseminated within a discipline, across disciplines, and to the public.
- Students will engage in the key elements of the scholarly process and situate the concepts, practices, or results of scholarship within a broader context.
- Students will gain key experience and preparation for entering the workforce with competitive skills and experience in their intended field of expertise.
- Involvement in research, creative, or other scholarly activity allows a student to have a personal interaction with a faculty member. As an outcome from this relationship, students learn the in-depth processes of research, an experience that differs from that obtained from a research course.
- Completing a project with a faculty mentor will prepare a student for managing many responsibilities in professional settings.
- Most graduate and professional schools require that students provide letters of reference from faculty. Throughout the experience of engaging in research, creative, and other scholarly activities, students have the opportunity to spend time with faculty and to develop a relationship that will inform a letter of recommendation.
- Developing research skills shows both graduate schools, professional schools, and employers that a prospective employee has what it takes to commit and apply her/his academic skills to a real-world issue.

Why should I participate?

The EURēCA! Work-Study Program is being designed to provide undergraduates with a professionally relevant scholarly experience, which may include research or creative activities. Although many Work-Study experiences are basic (e.g., conducting literature searches, entering and coding data, managing databases, collecting specimens), this is an opportunity for students to make a meaningful contribution to a scholarly activity, while
learning about the process of scholarship in their field. As such, EURēCA! Work-Study Student Assistants are expected to be fully integrated into teams and, as they gain experience, they may take on additional responsibilities.

The EURēCA! Work-Study Program offers undergraduates the opportunity to gain professionally relevant skills and experience, while earning a salary. The EURēCA! Work-Study Program also facilitates the development of a one-on-one mentored relationship between faculty and undergraduates that is generally not available from the undergraduate curriculum\(^4\). This relationship allows students to gain increased clarity on a career path, develop knowledge and experience under expert guidance, build and strengthen networking contacts at CU Denver and beyond, and construct a strong professional skill set that will prepare them for the challenges of the modern work-force.

Ultimately, this program increases student success. As research has shown, CU Denver undergraduates who are employed through Federal Work-Study have higher graduation and retention rates, as well as increased success at obtaining a job after graduation\(^5\).

**Who is eligible for the EURēCA! Work-Study program?**

To be eligible for a EURēCA! Work-Study job during the Academic Year, including Summer semesters, a student must:

- hold degree-seeking CU Denver undergraduate status;
- submit a Free Application for Federal Student Aid (FAFSA) and receive a work-study award as part of their financial aid package;
- complete a University of Colorado Background Request Form, pursuant to the CU Denver | CU Anschutz Medical Campus Background Investigations Policy;
- be enrolled part-time or full-time *(at least 6 credit hours)* throughout the semester, including summer semesters (see CU Denver | CU AMC Student Employment Handbook for details);
- maintain Satisfactory Academic Progress assessed at the end of each semester based upon grade point average, completion rate, and overall attempted credit hour limit;
- have relevant coursework and demonstrated skills, which will vary with the proposed scholarly activity;
- commit to presenting outcomes of scholarly activity at RaCAS, the CU Denver Research and Creative Activities Symposium.


How Do I Apply for a EURēCA! Work-Study Job?

Obtaining a EURēCA! Work-Study Student Assistant position is a competitive process. Furthermore, it represents a real commitment to students by faculty members. As such, receiving a Work-Study Award as part of your Federal Student Aid does not guarantee a position. Starting early is essential to success. Students can begin reviewing positions and applying for positions well before the first day of classes.

Below are instructions for students to follow in order to search for available positions:

1. Positions can be viewed on the University of Colorado Denver Handshake website (https://ucdenver.joinhandshake.com/).
2. From the homepage select ‘Jobs’ in the top middle column.
3. Search "EURēCA!" in the search bar.
4. Read the job titles and descriptions to determine which positions are pertinent for you, particularly with respect to your academic and career goals. Review the qualifications to see if you meet expectations for performing the job well.
5. Once you have identified one or more jobs in which you are interested, schedule an appointment with an Undergraduate Research Advisor or Career Counselor, who will approve you to apply for EURēCA! jobs (see below).
6. Submit your complete application — incomplete applications will not be reviewed. Once the deadline has passed, the faculty mentor/employer will begin contacting qualified students for interviews.
7. Apply early! While positions may be posted well before the start of a semester, the deadline for filling these positions is five weeks into the semester, at which point positions will expire in Handshake.

Keep in Mind: All eligible undergraduates interested in applying for a EURēCA! Work-Study position are required to meet with a Career Counselor in the Career Center (Tivoli Suite 267) or an Undergraduate Research Advisor in the Experiential Learning Center (Tivoli Suite 260). Bring a copy of the cover letter that you use when applying for jobs and as well as your resume. This brief meeting will give you a chance to get feedback on these materials and maximize your chance of getting hired.

After meeting with a counselor or advisor, who may recommend completing a brief supplemental training, work-study eligible undergraduates may apply to a position through Handshake.

For an appointment, schedule online via Handshake through "appointments" in the "Career Services" tab. For Career Center, schedule a "Short Resume Review" appointment. For Experiential Learning Center, schedule a "Undergraduate Research Advising" appointment.
Employment Requirements

All student employees MUST:

• complete the University of Colorado Background Request Form, pursuant to the University of Colorado Denver Anschutz Medical Campus Background Investigations Policy;

• complete all relevant University trainings required to undertake the scholarly activity;

• complete an I-9 form;

• be enrolled at least part-time (at least 6 credit hours per semester). Students who drop below the 6-credit hour requirement, or withdraw during the semester, may only work through the last day of attendance;

• enroll in a “for-credit” or “not-for-credit” internship through the Experiential Learning Center during the semester in which the award is administered.

Work-Study student employees who are graduating may only work up to the last day of classes and/or finals week and may not earn Work-Study funding past the last day of classes. Please Note-If you have graduated, you are not considered a current student and therefore, are not eligible for student employment.

If you have questions regarding any of the above, please contact your Undergraduate Research Advisor, mentor/employer, and/or the payroll liaison for hiring department/unit.

GENERAL REQUIREMENTS

Student Assistants hired as part of the EURēCA! Work-Study Program represent the Office of Undergraduate Research and the University of Colorado Denver. As such, EURēCA! Student Assistants are ambassadors for this Program and are expected to conduct themselves in a professional manner.

• Work-Study Positions are Real Jobs!

Your mentor/employer is counting on you to be there when you are scheduled. It is unacceptable for you to make a habit of being late or not showing up, while the rest of your team becomes frustrated having to pick up your work. Consistent lateness or missing work is a cause for termination.

If you have an unexpected emergency, contact and inform your supervisor so that adjustments can be made.

• Work-Study Does Not Mean Study During Work
During your scheduled hours, you are there to work. Most mentors/employers recognize that student employees are juggling an academic schedule and a work schedule, as well as personal responsibilities. Each student employee and mentor/employer should plan a work schedule that best accommodates classroom hours and study time. When discussing your work schedule, be sure to leave time outside of work hours for studying.

- **Satisfactory Academic Progress**

  Federal and State financial aid rules and regulations require that students maintain Satisfactory Academic Progress (SAP), in order to be eligible to earn their Work-Study awards. This progress is assessed at the end of each semester and is based upon grade point average, completion rate, and overall attempted credit hour limit. See CU Denver | CU Anschutz Student Employment Handbook for details.

- **Unprofessional behavior on the job must be avoided.**

  This includes dressing inappropriately, cell phone use, unpreparedness, threatening language and behavior. Use the appearance, behavior, and practices of others in your work environment as a guide. If you have any questions about what is acceptable, ask your mentor.

**Hours**

EURêCA! Work-Study Student Assistants can receive a salary totaling up to $3,000 each semester, but no more than the Work-Study Award specified as part of their Financial Aid Package.

Once all hiring paperwork has been completed, Student Assistants may begin working, but not before so. Students may work and report up to 25 hours per week or 40 hours per biweekly pay period during the Fall and Spring semesters. During Winter, Spring, and Summer Breaks, students may work up to 40 hours per week. Students may not work more than eight hours in one day and must take a 30 minute break when working six or more hours.

**Schedule Setting**

Students must arrange a mutually agreeable work schedule with his/her employer or direct supervisor and adhere to it. Each student employee must:

- arrange a work schedule that does not interfere with her/his class schedule, including final and midterm exams, during which supervisors are required to accommodate the student’s study/exam schedule;
- follow the schedule carefully once it has been established. Notify his/her supervisor if unable to work;
- be punctual;
• provide prior notification to supervisor of inability to report for scheduled work hours.

Students cannot be paid for hours worked when it is determined that they should have been attending class during that time.

**Timesheets and Pay Periods**

Timesheets are completed through the online Work-study system; alternatively, a different system may be employed by the supervisor and her/his payroll liaison.

**Time reports are due to your faculty supervisor on the Friday before the pay period ending date** unless you have made other arrangements with your supervisor. **ALL time reports received after 10 am on Monday following the pay period ending date may not be processed until the next payroll.**

**Resignations and Terminations**

Students should give a notification of at least two weeks if planning to resign from their Work-Study Student Assistant job.

A student’s continued employment is contingent upon satisfactory performance as determined by their mentor/employer in consultation with their direct supervisor. If the mentor/employer decides that a student’s performance is not satisfactory, the student may be dismissed following appropriate steps detailed above. Student employees may write a letter of appeal to be placed in their student employment file.

If they knowingly submit fraudulent information, students will be dismissed from the program and may face legal consequences.

**Additional Information**

Undergraduates should contact the following for detailed information about the Program:

- **Dr. Lindsey Hamilton, Director of Undergraduate Research and Creative Activities**
  - Phone: 303-315-7258
  - e-Mail: Experiential.LearningCenter@ucdenver.edu
  - Location: Tivoli Student Center, Suite 260

- **Experiential Learning Center**: for-credit and not-for-credit internships and research advising
  - Phone: 303-315-7258
  - e-Mail: Experiential.LearningCenter@ucdenver.edu
  - Location: Tivoli Student Center, Suite 260

- **Financial Aid and Scholarships Office**: FAFSA awards
  - Phone: 303-315-1850
  - e-Mail: Financialaid@ucdenver.edu
Location: CU Student Commons Building, Suite 5105

- Career Center: student hourly employment, trainings, and Handshake
  Phone: 303-315-7315
  e-Mail: Careercenter@ucdenver.edu
  Location: Tivoli Student Center, Suite 267

Federal Work Study and FAFSA Information
The Office of Financial Aid and Scholarships at CU Denver offers opportunities for Student employment on campus. To learn more and apply for positions begin by logging into UCDAccess, clicking the Financial Aid tab then Student Employment which will link to the Handshake Job Board. More information about Handshake can be found within this student guide.

To be considered for a Federal Work-Study Award at the University of Colorado Denver, you should complete the Free Application for Federal Student Aid (FAFSA) through the FAFSA website. **Priority Deadline is April 1st and online applications must be submitted by June 30th**! If you are initially not awarded Federal Work-Study as part of your aid package, reach out to the Office of Financial Aid and Scholarships and complete a Work Study Request Form. If you are subsequently awarded a Federal Work-Study award, you will receive a revised award notification.

Questions? Visit the Office of Financial Aid and Scholarships in Suite 5105 on the fifth floor of the Student Commons Building between 8:00 a.m. and 5:00 p.m. Monday-Friday. You can also contact the office by phone at 303-315-1850 or email at Financialaid@ucdenver.edu.
# Application Procedure

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<tr>
<th>Employers</th>
<th>Students</th>
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<tr>
<td>1. Contact ELC Director, Tony R. Smith, PhD: <a href="mailto:tony.smith@ucdenver.edu">tony.smith@ucdenver.edu</a> with the details for posting online. You can also call: 303-315-7258 to discuss your needs.</td>
<td>1. Prior to the beginning of each semester, check with Office of Student Financial Assistance to see if/how much you qualify for Federal Work Study.</td>
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<tr>
<td>2. Click HERE to complete an undergraduate mentor application.</td>
<td>2. Federal Work Study eligibility is determined by the information submitted on the FAFSA. Check <a href="http://www.ucdenver.edu/aid/apply/Pages/default.aspx">http://www.ucdenver.edu/aid/apply/Pages/default.aspx</a> for the most up to date criteria for qualification.</td>
</tr>
<tr>
<td>3. Refer to the FWS – Employer Procedures page for program rules and employer responsibilities prior to students beginning work, during the semester, and upon completion of employment.</td>
<td>3. If you do qualify, accept your award on UCDaccess &gt;View Financial Aid.</td>
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<td></td>
<td>4. Ask your research faculty mentor to post a research position for you on the Handshake website, and apply to the position.</td>
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<td></td>
<td>5. Meet with your faculty mentor’s department point of contact for Federal Work Study. Be sure to take these employment documents:</td>
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<td></td>
<td>• Award Summary</td>
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<td></td>
<td>• Class Schedule</td>
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<td>• Direct Deposit Information</td>
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<td></td>
<td>• Social Security Card</td>
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<td></td>
<td>• Colorado ID Card</td>
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<td></td>
<td>6. Complete all required forms (Personal information, I-9 etc..) and email back in a <em>timely fashion</em>. (<em>The sooner the documents are completed and signed the sooner you can begin working!</em> )</td>
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<td>7. Complete a mandatory background check through the university.</td>
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<td>8. Complete the mandatory trainings required through the university.</td>
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<td>9. Set up your direct deposit payments through the university online employee system.</td>
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<tr>
<td></td>
<td>Once your hiring packet is completed, you may start working on the research under FWS!</td>
</tr>
</tbody>
</table>
Appendix

Benefits of Undergraduate Research:

http://www.socialworker.com/feature-articles/practice/10_Benefits_of_Student_Participation_in_Undergraduate_Social_Work_Research/
https://dus.psu.edu/mentor/2013/05/undergraduate-research-students-perspective/

Example University Program Websites:

https://ugradresearch.uconn.edu/work-study/
https://undergraduateresearch.as.ua.edu/research-connections/work-study-undergraduate-research-position/
https://ugresearch.utk.edu/students/federal-work-study-research-assistantships/
http://undergraduateresearch.cornell.edu/getting-started/research-funding/
https://undergradresearch.missouri.edu/faculty-resources/faqs/