

1. Recruit, interview, and extend job offers to students who are eligible to participate in PSWSP, immediately notify the Student Employment Coordinator and/or the Program Assistant of any offers made, **and ensure that students complete the University's hiring process with the Student Employment Coordinator and/or the Program Assistant before reporting to work;**
2. Establish work schedules with students that do not exceed 20 hours per week during the academic year (Fall and Spring), and 40 hours per week during the Summer;
3. Provide students with suitable work spaces, verify work space and materials availability for remote positions;
4. Designate a primary time sheet approver who will verify hours worked by students and sign e-time sheets according to the University's biweekly payroll calendar;
5. Ensure student time sheets are signed on time regardless of supervisor absence or technical difficulties;
6. Designate one full-time staff member who is responsible for directly supervising students. If this supervisor is not the primary e-time sheet approver, s/he must provide the time sheet approver with written verification of the hours worked by students each week;
7. Communicate in a timely manner when student supervisors and/or time sheet signers change;
8. Normally partners would reimburse American University for 25 percent of students' wages up to the total amount of students' Federal Work Study awards. For the 2020 – 2021 academic year only FWS wages will be paid 100% with Federal funds. Once students have earned their full awards, the organization may choose to retain them and pay 100 percent of their wages;
9. If students work past the end of their awards for any reason reimburse American University for 100% of overage.
10. Submit invoice payments in a timely manner;
11. Monitor access to AU Portal and make necessary contact with AU's OIT to fix access problems;
12. Maintain regular and open communication with American University's PSWSP Student Employment Coordinator and Program Assistant.