



# The Federal Work-Study Scoop

June 2021 - August 2021

Happy summer! After a long, unique, often stressful 2020-2021 academic year, we hope everyone has the chance to take a breath, regroup, and look ahead to an even better 2021-2022!

During this downtime when Federal Work-Study students are not working, take the opportunity to prepare for the fall, prepare projects and tasks for returning employees and new hires, and [contact the WVU Hub](#) if you have any FWS questions, concerns, or feedback!

## Happy Summer



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### *Important Dates*

#### **July 5**

WVU Closed (Independence Day)

#### **August 6**

Final Exam for Second 6-Week and 12-Week Summer Session

#### **August 16**

General Registration

#### **August 18**

On-Campus First Day of Class (Students May Begin Working)



# Things to Keep in Mind

## *FWS Resources*

- [Federal Work-Study Home](#)
- [Hiring an FWS Student](#)
- [Managing an FWS Position](#)
- [Supervisor Training Materials](#)
- [Important Forms](#)
- [WVU FWS Supervisor Handbook](#)

## *Prepare for Fall Semester*

Be sure you're doing all you can to prepare for fall semester, new hires, and returning Federal Work-Study team members. Below you'll find handy links to keep you and your workplace on track when it comes to managing your work-study employees.

- [Remote Work Checklist](#)
- [Tracking Work-Study Hours](#)
- [Other Supervisor Resources](#)



## *FWS Hiring is Open*

Students are now able to apply for Federal Work-Study positions through Handshake. Once receiving applications for your position, fill out the [Federal Work-Study New Hire Form](#) to officially hire them onto your team. Remember that students are hired on a first-come, first-served basis.

# Submit a Spotlight Feature

In each newsletter, we like to shine a light on the work-study employees and workplaces that make our program so successful each semester. Now, we're creating space for you to tell us your stories. Starting Fall 2021, use the [FWS Spotlight form](#) to tell us about:



*Individual Federal Work-Study employees who go above and beyond in their positions. Tell us what makes them special, and how they've been an asset to your team.*



*Teams of work-studies who work exceptionally well together. What makes the group stand out, and what have they accomplished while working together?*



*Your small business, community organization or WVU Department. What work do you do, and how does participating in the Federal Work-Study program help?*

# University Department Spotlight

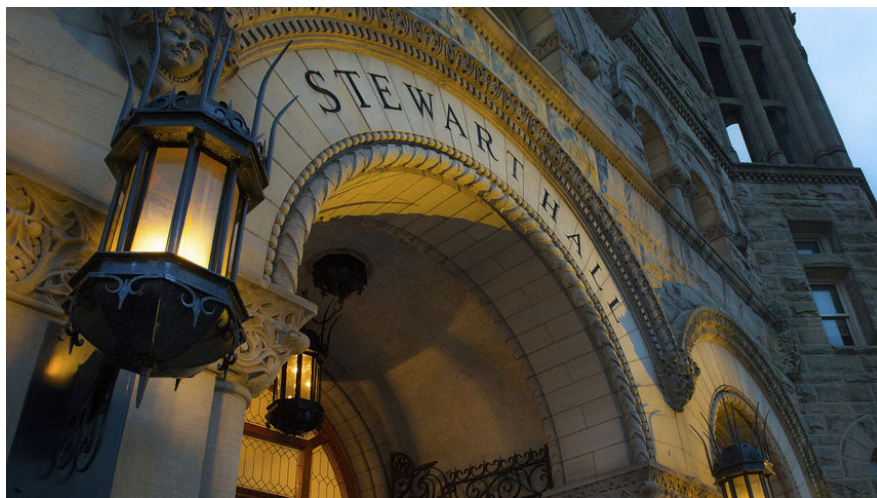
## *WVU Office of Accessibility Services*

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The West Virginia University Office of Accessibility Services (OAS) is offering a unique work-study opportunity that eligible students may participate in from home!

Over the past year, as classes have transitioned back and forth between the online and on-site environment, faculty have relied more on recorded video to enhance students' learning experience. In order to make these videos accessible for students who are Deaf and Hard of Hearing, the Office of Accessibility Services (OAS) has worked to generate closed captions for videos shown in WVU classes. While this service was provided by the Office of Accessibility Services prior to the pandemic, recent requests for closed captioning have increased by an unprecedented 900% over the past two semesters. To meet this increased demand, the OAS Work-Study Captioning Program has worked to support WVU's in-house transcribing team by training students to serve as caption editors for videos shown in WVU courses.

“Caption Editors have a unique opportunity to earn an impressive line to add to their resume while also supporting fellow Mountaineers,” said Kelly Barnard, Captioning Coordinator. “The hours are flexible, so you can balance work with your academic goals.”



Over the past year, twenty-one students have earned almost \$30,000 in federal financial aid through the program while also learning a practical and marketable skill to enhance their professional resumes.

As the OAS Work-Study Captioning Program expands this fall, more opportunities are available for eligible work-study students and community service volunteers to participate.

For more information about the Office of Accessibility Services Work-Study Captioning Program, contact [Kelly.Barnard@mail.wvu.edu](mailto:Kelly.Barnard@mail.wvu.edu).