

COMMUNITY WORK STUDY @ ROCKHURST UNIVERSITY

Community Work Study Procedures for Schools/Nonprofit Organizations

As a university participating in Federal Work Study, Rockhurst University is required to engage 20 students each year in work-study positions in the community related to tutoring and literacy for preschool – 8th grade. Rockhurst University asks our community partners to commit to the following procedures during each academic year the organization or school participates in Community Work Study:

1. Sign memorandum of understanding between organization/school and Rockhurst University specific to Community Work Study (CWS).
2. Participate in interviews with students applying for CWS position(s) at your organization.
3. Provide orientation/training specific to your organization for student(s) – include both information about the organization, clients you serve and your expectations for the CWS student position.
4. Provide on-going supervision for CWS student(s).
5. Sign verification of work form for CWS students each month (students may use your organization's system for signing in or tracking volunteers or a simple sign-in sheet that you might keep in a log book).
6. Contact CWS administrators directly with concerns regarding student behavior, performance or other concerns.
7. Contact CWS administrators directly if student(s) fail to show up.
8. Community organization/school may terminate the CWS student's employment at the organization if behavior / performance issues warrant. CWS asks that in the event that termination is sought that the organization/school notify both the student and CWS administrators.
9. Complete semester end feedback forms for CWS administrators pertaining both to the CWS program and the individual students.

Community Work Study Administrator

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