



# **ASIAN UNIVERSITY FOR WOMEN**

**Work Study Program (WSP)**

**AY 2018-2019**

Office of Student Affairs (OSA)

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## I. Introduction to the Work Study Program

### Purpose

The Work Study Program is designed to provide AUW students with part-time employment on campus to help meet their financial needs and to introduce them to the work culture. This program also:

- assists students in developing a positive attitude toward work
- teaches students good work habit and time management skills
- enhances students' sense of responsibility
- provides students with valuable learning experience while doing worthwhile work
- meets the needs of the University in performing day-to-day operations

### Eligibility<sup>1</sup>

To be eligible for Work Study, a student must maintain good academic standing and must be a full-time undergraduate student (enrolled in at least 3 courses each semester). Students facing academic actions such as Academic Probation will not be allowed to hold a work study position unless approved by the Director of Student Services.

### Conditions of Employment

- A Work Study Student may not exceed the **maximum 10 hours per week** of work unless she has special **permission from the Director of Student Services**. Work Study Student may not exceed 40 hours per month. **If extra work load is expected for a given month it must be informed to the Supervisor and the Work Study Program Coordinator ahead of time.**
- Work Study Student will not work during their scheduled class periods.
- Work Study Student should not hold more than one position at any one time.
- Work Study Student may apply to different positions while still engaged in one position; however, she must give up one position before she can start another.
- All positions will automatically be terminated on the 30th of June. Available positions must be advertised each new academic year. **Non-Academic offices can hire temporary students for the summer (July-August).**
- Offices may employ the same Work Study Student they had employed in the previous academic year after the new application process (if the same student applies again) but are encouraged to bring in change and give all students opportunities to gain work experience.
- Work Study Student who are graduating or leaving at the end of Spring semester must not continue their position after the month of April.
- Work Study Student are encouraged not to hold the same job for more than two academic years.
- Work Study Student is not to be paid for studying while on the job. In case of makeup classes, assignments, and quizzes, Work Study Student can request for a study leave.
- **Work Study Student may only be employed to facilitate the professional activities of AUW. Work Study Student may not be employed for the personal benefit of any office staff/faculty.**

### Payment

Students will be paid at an hourly rate of Bangladeshi Taka 80/- (eighty)

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<sup>1</sup> Supervisors can consult with the Registrar and the Director of Student Services for academic information of the student

## Categories of WSP by titles and departments

### Hiring: Academic

#### *Role of Research Assistant*

Perform routine research tasks (such as archival research, indexing, reference checks, interviews if the language the interview is conducted in is not spoken by the faculty)

Collect articles for the literature review of research.

Translate documents.

#### *Role of Peer Tutor or Teaching Assistant*

Conduct one-to-one, small group or classroom tutoring to give learning assistance

Help Tutee identify problem areas

Provide academic assistance in specific subject areas

Help tutees develop effective learning strategies

Facilitate independent learning by helping tutees discover their own answers and insights

### Hiring: Non-Academic

There are some existed categories of WSP in non academic departments.

- **Student Supervisor in Office of Student Activities**
- **Resident Assistant under office of Residential Life**
- **Student Assistant in Admission Office**
- **Student Health Assistant**
- **Campus Ambassador of CDIP**
- **Student Officer at Writing Center**
- **Library Student Assistant**
- **Student Assistant at Science and Math Center**

**Duties of WSP student under Non Academic:** Assist in daily operations (e.g., software entry, answering calls, chaperoning students to off campus events, etc.)

Create engaging student events

In addition to the daily work, Work Study Student will be required to use their hours (specific hours can be discussed with Supervisor) to take initiatives and/or projects.

## II. Role of Supervisor/Hiring Department

### Posting a Position/Job Opening

All work-study positions must be first approved the Dean of Faculty (Academic) and/or the department Head/Director. Once approved the Supervisors should complete the Requirements Form and send to the Work Study Program Coordinator. The job position will then be advertised to the students by announcements.

## Applications and Interview

Supervisor will review the student applications and call the selected students for the interview. The interviewing and hiring processes are between the student and the hiring department.

### Notifying the Work Study Program Coordinator

**Supervisors must inform the Work Study Program Coordinator just so to verify the eligibility of the student (good academic standing, student on academic probation, student working elsewhere, etc.) and to include the student name on the Work Study software.**

## Work Study Agreement

Prior to starting the work, the Supervisor must give each of the Work Study Students a copy of the Work Study Agreement Form which details out the guidelines of the position and responsibilities of the Work Study Student. Each Work Study Student is required to read the Work Study Agreement Form and sign. A copy of the signed Work Study Agreement Form must be kept with the Supervisor and the Work Study Student.

## Orientation

Supervisor is responsible for conducting the job orientation (i.e., brief one- on-one sessions to explain the job responsibilities and relevant rules and regulations).

### Establish Work Schedule

Upon hiring the Work Study Student, the Supervisor is responsible for establishing a clearly defined work schedule that is compatible for both the Work Study Student and the Supervisor. Supervisor will not give tasks to Work Study Student during their class hours. Supervisors should not encourage the Work Study Student to work/take on extra work load during their exam week.

## Monitoring Duties and Timesheet

Every supervisor receives a user ID and password from Finance department so they can approve the employee timesheet through website log in portal after submission of timesheet by the student employee beginning of each month.

## Evaluate Job Performance

Supervisors are encouraged to complete a midyear and annual evaluation of their Work Study Students. The **Student Evaluation** can be downloaded in the AUW website. The purpose of the evaluations is to facilitate feedback between the Work Study Student and her Supervisor. It helps to provide constructive feedback to the Work Study Student on their work performance and enhance their work performance and professional development. **A copy of the evaluation should be emailed to the Work Study Program Coordinator so it can be included in the Work Study Student record and used as a reference when she is applying for a future work study position.**

### III. Role of Students

#### Finding a Job

Students are responsible for finding their own suitable on-campus jobs.

##### Applications and Deadlines

Students must complete the **Student Application Form** and send it to the respective hiring department. Students must make sure to send in the applications within the deadline.

##### Interview

Students must be on time for the interview scheduled by the hiring department. Please note, interviewing and hiring processes are between the student and the hiring department.

#### Maintaining Monthly Timesheet

In order to receive payment on time, a Work Study Student has to regularly log in her hours in the Monthly Time Sheet. Daily work description of the Work Study Student should be a minimum of 20 characters and self explanatory (e.g., instead of 'read an article' write 'read an article and summarized'; instead of 'office work' write 'office work which included cataloging the books/lending students art supplies, 'Peer tutored student X: Taught Quadratic Equations,' etc.).

**Note: Incomplete time sheets will not be processed.**

#### Work Study Student Payment

Payment will be dispersed through bank account of the WSP student by the third week of month.

#### Evaluation

Work Study Student must evaluate their Work Study Supervisor using the **Supervisor Evaluation**. This helps Work Study Students to shape the work environment and enable the Dean's Office to better understand if the work study experience is enhancing professional development.

### IV. Change in Student Life after Involving to the Work Study Program

### 1. Student Name: Aditi Manandhar

AUW ID: 160179

**WSP Position:** Library Student Assistant

**Proclamation:** Working as a Library student assistant has not just helped me financially but also developed several skills. It has strengthened my bond with books. I feel that I have strengthened my communication and management skills. I shelve books, take notes of different books and communicate with people who visit the library. Since library is a peaceful and quiet area, it helps me to stay cheerful and positive. I have also learned to use academic resources.



### 2. Student Name: Maria Qazi Azmi

AUW ID: 150026

**WSP Position:** Teaching Assistant

**Proclamation:** Working as a Teaching Assistant has helped enhance my critical thinking skills and creativity as I have realized the impact of our culture and upbringing on the different perspectives we have.



### 3. Student Name: TaahiyaShaorin

AUW ID: 150044

**WSP Position:** OSA Student Supervisor

**Proclamation:** The varied work study opportunities at AUW enable students to explore their hidden talents. Working with the Office of Student Activities (OSA), I have learnt to take on a range of responsibilities, from decorating a simple board to supporting new students and initiating new event to organizing it. I have learned to keep patience and adjust to new tasks, organizational skills to manage work and study schedules and cope with and teamwork. It will not be exaggerating if I say; the work-study program has created a better version of me who is more punctual, organized, sensible, and eager to learn.



#### 4. Student Name: Zanab Begum

AUW ID: 160144

**WSP Position:** Student Assistant at Office of Admissions

**Proclamation:** By doing work study, I have gained confidence, and I have learnt to work with full responsibilities. I have also learned to work under extreme pressure. The love and care I received while working helped me to grow more as a human. I have gained the confidence to talk to people. I learned how important it is to respect people and their point of view and also be caring and sharing, doing the given task with full enthusiasm and confidence. By being a work study student, I have learnt so much that will surely help me to show professionalism towards my future career.



#### 5. Student Name: Shafiqua Nawrin Oishi

AUW ID: 150013

**WSP Position:** Resident Assistant (RA)

**Proclamation:** Work study program hasn't just empowered me but also has helped me excel in learning from professionals all around. It is a unique opportunity where I can lead not just the residents of the dorms but also play a vital role and cherish the sisterhood that we have. Being a RA can be tough at times when you have to make decisions not just for you but for all the residents of your dorms. However, or whatever be the situation, overcoming these challenges have helped me grow as a friend, a sister, and a leader.



#### 6. Student Name: Thao Tran

AUW ID: 150111

**Position:** Student Assistant at Office of Student Activities and Residence Life

**Proclamation:** I believe that working in different departments at AUW is one of the most interesting facts about me. Being a student supervisor at Office of Student Affairs, student assistant in Residence Life have expanded my knowledge about how a university works and developed my interpersonal skills. I was shy and unconfident to express myself and to speak in public. I was nervous and scared when someone asked me to draft an email. I was always worried about my limited knowledge, about my ability to work in a new environment with different people. I was unaware that I could become who I am today, unaware that I could grow strong and confident with the love and encouragement of the AUW family. I have explored my passion, developed my soft skills and defined my personal interests thank to the work study program at AUW. Hence, I am motivated and persistent in preparation.





## V. Bank Account Opening Process

- Opening of the bank account is simple if a student has all the relevant documents. Closing the bank account (for international student once she has completed her education at AUW) the process is likewise. *Contact the Finance department for details of bank opening process.*
- Bank account opening deposit is higher in other banks. Only for AUW students the amount has been set at BDT 1000 only. This amount will be refunded upon closing the account. (applicable for Mutual Trust Bank).
- Those students (local) who already have a bank account need not open another with Trust Bank. Students should submit a copy of cancelled cheque to Finance Department.
- Those students (international) who already have an account with a local bank need not open another with Trust Bank. Students should submit a copy of cancelled cheque to Finance Department.

## VI. Termination and Job Transfer

- Work Study Students are automatically terminated from the WSP on the expiration date shown on the respective job posting
- If the Work Study Student desires to continue working in the same position, she has to apply again.
- Work Study Student may apply at different positions while still engaged in one position. However, if hired, the Work Study Student has to inform both her present and previous Supervisors via email and copying the OSA Program Coordinator as well. She is also required to leave one position to take up another assignment.
- Work Study Student should be encouraged to give the Supervisor at least a two week notice prior to leaving the job.
- Unless it is not urgent and/or there is any emergency, Work Study Students are not allowed to leave the job nearing the end of a semester.