

2025-2026 FEDERAL WORK STUDY (FWS) SUPERVISOR INFORMATION FORM

Complete the following information. Print in blue or black ink only! Do not use white out!
This form should only be completed by full-time staff that will be directly supervising FWS students.

1. Name of Office _____ 2. Name of Dept. /Division (be specific) _____

3. Building _____ Room # _____ Tel. # _____ Fax # _____

4. Work Location Bldg. _____ Room # _____ Tel. # _____ Fax # _____
(Indicate typical work location although students may perform work remotely)

5. Name of FWS Supervisor _____ **EMPLID (Required):** _____

Staff E-mail Address _____ Tel. # _____ Fax # _____

*Signature _____
*Required

6. Name of Alternate FWS Supervisor _____ **EMPLID (Required):** _____

Staff E-mail Address _____ Tel. # _____ Fax # _____

*Signature _____
*Required

7. Name of Dept. Head/Chair/Dean _____

8. If job site off-campus, name of College/Organization _____

Address	City	State	Zip Code	Phone Number	Fax Number
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9. Community service job? _____ Yes _____ No

DEFINITION OF COMMUNITY SERVICE

Community services are defined as services which are identified by an institution of higher education through formal or informal consultation with local non-profit, governmental, and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These services include:

- Such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement;
- Work in service opportunities or youth corps as defined in Section 101 of the National and Community Service Act of 1990, and service in the agencies, institutions and activities designated in that Act;
- Support services for students with disabilities (including students with disabilities who are enrolled at the school); and
- Activities in which a FWS student serves as a mentor for such purposes as tutoring, supporting educational/recreational activities, counseling including career counseling.

Please Note:

- Part-time employees and college assistants are not eligible to become FWS supervisors.
- Full-time Research Foundation (RF) employees who are interested in becoming FWS supervisors must contact the FWS office.