



Student Employment Handbook

Thank you for your interest in opportunities for student employment at AIC. A student's first responsibility, is to the academic work leading to a degree. However, we find that students who participate in campus employment often get involved in campus life in a way that supports their studies and degree completion. Campus employment can benefit a student in a variety of other ways:

- Paying for personal expenses
- Improving time management skills
- Building a student's resume
- Serving as a reference for future employment
- Providing real world work applications for what is learned in the classroom
- Helping to prepare students for that first job after graduation as a professional

There is yet another way that student employment can potentially be of benefit to the student. At some institutions, work study is *assigned* to students. At AIC we employ a competitive model. Any student who is eligible for Federal Work Study is awarded Federal Work Study through the Financial Aid Department. This results in a surplus of students in comparison to the number of available student employment opportunities. The competitive model allows students an opportunity to practice the very skills that will be needed to conduct a job search:

- completing an application
- preparing a resume and cover letter
- following up with the hiring manager
- interviewing
- dressing appropriately for an interview
- sending a thank you card for being extended the courtesy of an interview

The immediate benefit is that students who approach the student employment job acquisition process in this manner tend to distinguish their candidacies toward recognizing favorable outcomes up to and including a job offer.

As this is a competitive process, the outcome is not a given. Students are strongly encouraged to actively seek out the hiring supervisor listed on the job posting after submitting an application, in person, and dressed to impress. Even the best of candidacies may prove unsuccessful. There may not always be an obvious reason for the outcome. Departments make their own hiring decisions. Some may be willing to provide you with feedback on why you were not selected. Others may not. The reasons for these decisions can vary. Sometimes a department may feel another student is better qualified or did a better job advocating for the job. These can be subjective assessments. Sometimes decisions simply come down to who the supervisor may feel seems to be the best fit.

Students are urged to avoid getting discouraged. While not unlimited, there are many opportunities in the student employment system. Continuing to search for student employment

postings and utilizing the recommended steps may lead to a situation that may prove to be a better fit for all parties.

It is also worth noting that 80% of all jobs are secured by networking. Even an interview that does not result in an offer of hire can be of value. The process can help students to improve by gaining experience interviewing.

An unsuccessful interview is still a chance to network with a department and to form a connection that could prove beneficial in the future. As students grow with each year, interviews, even with the department that declined to hire the student in the previous year, may result in a different outcome as the hiring manager has occasion to get a better understanding of the student. Sometimes an unfavorable result may not mean simply “no,” but merely, “not now,” or even, “not yet.” At the Saremi Center, staff can assist students with mastering the rejection follow-up letter, a useful tool for continuing the relationship with the prospective employer that can have considerable value even beyond work study.

We hope you have a great experience with student employment, be it as a student, a work study department supervisor, faculty, or any member of the campus or extended community who has occasion to somehow be impacted by this endeavor. Student employment is really a full community undertaking with the college and extended constituencies playing key roles in providing meaningful lessons on the nature of work.

This handbook is designed to familiarize faculty, staff, and students with the policies and procedures governing the AIC Student Employment Program. The Saremi Center for Career Development is here to assist you in navigating the complexities that can arise in moving forward. Thank you again for being a valued part of our student employment system.

Students who have difficulty accessing the work study system are encouraged to contact the Saremi Center for Career Development for assistance. Career Development is the first point of contact for work study. Many problems, concerns, and questions can be resolved through the center.

Contact Information:

General program questions:

Saremi Center for Career Development
Schwartz Campus Center
413.654.1411

saremicenter@aic.edu

**The Saremi Center Page is located under
Campus Life in the portal.**

Additional Resources:

Financial Aid questions

Office of Financial Aid
Lee Hall Second Floor
413-205-3259 (tel)
413-205-3912 (fax)
financialaid@aic.edu

Timesheet X questions:

Tricia Love-Walsh
413-205-3237
tricia.love-walsh@aic.edu

Payroll questions:

AIC Payroll Coordinator
413-205-3344 or 413-205-3008 (tel)
413-205-3311 (fax)

Human Resources questions:

Debbie Rico
Human Resources Director
413.654.1479
debra.rico@aic.edu

International Students:

Kimberly Beebe
Associate Dean of Students
413.205.3573
kimberly.beebe@aic.edu

Access to job postings:

SWARM Jobs
www.aic.edu/swarmjobs

Forms can be found on the Timesheet X “forms” page:

aic.studentemployment.ngwebsolutions.com log in using your AIC email address and password.

For Students:

This handbook outlines your responsibilities and the expectations for you as a work study student. It also defines these for the department through which you are working. Work study can be a meaningful part of your college experience. We wish you much success.

What is Student Employment?

Student employment at AIC is one of the tools given to AIC students to transform themselves and to thrive, becoming the best they can be in preparation for the workforce. It is in keeping with AIC's longstanding tradition of holding in high regard work, integrity, and being productive. Student employment provides all of this by manifesting the college's emphasis on experiential learning by taking on and mastering real-world responsibility in perhaps its purest form—a job.

A variety of options are available for Student Employment. AIC participates in Federal Work Study (on and off campus), Community Service, and Institutional Work Study. Definitions of each follow below:

Types of Student Employment:

Federal Work Study: Federal Work-Study is a federally subsidized work program that provides on-campus and off-campus employment to eligible undergraduate students with demonstrated financial need. On campus work opportunities are available in a number of AIC departments including Athletics, Library, Student Accounts and many more. Off campus jobs are in small businesses throughout the Greater Springfield Area. If you already have a job with a small business in the area, please contact the Saremi Center to see if this might be eligible for FWS employment. Eligibility is determined by the information provided on the FAFSA. Students must submit their FAFSA and provide a copy to the Financial Aid Department in a timely manner. A work-study award is placed in the financial aid award letter and represents the maximum earnings potential while employed under the work-study program in the academic year. If a student wishes to have their FWS award increased, please submit a request to the financial aid office so the award can be reviewed for eligibility. They are conveniently located on second floor of historic Lee Hall.

Community Service: A portion of all Federal Work Study dollars are required by the federal regulations to be committed to tutoring reading, math, and family literacy projects to promote family literacy activities in the community. AIC partners with off campus nonprofit organizations in providing community service work opportunities. Federal Work-Study students may obtain employment that is community service related. Job categories that are considered community service include:

- Health care, child care, literacy training, math instruction, education (including tutorial service for reading and math), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, community improvement, and emergency preparedness and response.
- Supportive services to enrolled students with disabilities

- Activities in which a student serves as a mentor for purposes such as tutoring, supporting educational and recreational activities

Off Campus work study: AIC partners with small businesses in the area to provide off campus work study employment to students who qualify for Federal Work Study. These opportunities are listed on SWARM Jobs. If you know of or already work for a small business in the area, please get in touch with Tricia Love-Walsh in the Saremi Center to see if arrangements can be made to partner with the business.

AIC funded campus employment (Institutional Work Study): Students who are not eligible for federal work study may apply for on campus jobs that are fully funded by AIC. The application process is the same. The funds are provided for by American International College directly.

International students: To be considered for student employment or even an internship, International Students **must first seek** approval from the Primary Designated School Official (PDSO). At AIC that is Kimberly Beebe, the Associate Dean of Students, whose office is located in the basement of the Shea Library. International Students are generally eligible only for AIC Funded Campus employment or what is commonly referred to as “Institutional Work Study.” There are a small number of these positions available on campus. Once hired, students will need to apply for a US Social Security Card. Students must give a copy of the receipt given by the Social Security Administration to the Saremi Center before they begin working. Students must bring in the Social Security Card to the Saremi Center, when it arrives, to satisfy w-4 and I-9 Form requirements. The Saremi Center for Career Development has a handy packet detailing how to approach this and can assist you with the process.

All work study positions must pay at least the current MA minimum wage (unless the federal minimum wage is higher).

Who is eligible?

To be eligible for Federal Work Study a student has to have completed a FAFSA (Free Application for Federal Student Aid) and provide Financial Aid with all the necessary requested documents. The student also has to have registered for classes. All students receive an award letter, and if it includes a dollar amount for Federal Work Study, then the student is eligible. The amount is the full amount the student will be able to earn at a work study job for that fiscal year unless adjustments can be made with the financial aid office. This amount is the maximum compensation that can be earned by the student. The funds are not automatically applied to the student’s account. Once again, students are reminded that each year it is imperative to submit the new FAFSA in order to be processed for evaluation for Federal Work Study eligibility.

Being awarded work study does not guarantee a job on campus for the student.

Additionally, it cannot guarantee a student will be hired for a job should the student apply for one. It simply means that if a hiring department wishes to hire the student that the student can be selected and paid with federal work study funds.

If the student declines Federal Work Study or cancels Federal Work Study the student will not be eligible. If the student fails to maintain Satisfactory Academic Progress (SAP) for more than one semester the student will lose eligibility. If there is an error on the FAFSA it could change eligibility. Federal Work Study allocations do not carry over year to year.

Students who are unsure about eligibility can stop by the Saremi Center for Career Development. Staff will review it. If the student does not appear to be eligible, staff will direct the student to the resources available to see if there is any mistake, adjustment or recourse, and review other options available to the student.

What is the process?

Process Overview:

1. Department supervisors meet with the Coordinator of Career Development to identify staffing needs.
2. Financial Aid and the Budget team provide the amount of the college's total work study budget for the upcoming fiscal year to the Saremi Center.
3. Hiring Department is awarded work study budget based on a combination of factors including total FWS budget, department's prior year spending, department changes, requests and special circumstances.
4. Hiring Department submits online Position Recruit Form to the Saremi Center.
5. Saremi Center confirms existence of budget allocation and posts job on AIC SWARM Jobs (powered by Purple Briefcase).
6. Interested students peruse work study job postings and complete online application. Included in the work study application are mandatory signoffs. When applying to a new position the student has not previously held, the student will be required to upload a cover letter and a resume (the application includes helpful links to templates for both).
7. Saremi Center reviews application for work study eligibility.
8. Saremi Center forwards application to hiring department with the type of work study the student is eligible for identified.
9. Students and Hiring Department are encouraged to outreach each other regarding interest in exploring the position and its staffing.
10. Hiring Department hires student(s) it has chosen and submits Online Hiring Form(s) within the Supervisor Action Form to the Saremi Center.
11. Student provides supervisor with copy of his/her schedule as both supervisor and student have signed forms that neither will allow the student to work when scheduled to be in a class and that both will be accountable for that.
12. Student completes the Onboarding Form which includes sign offs, FERPA, W-4, M-4, I-9, and Direct Deposit paperwork (unless the student has previously completed these).
13. Saremi Center sends paperwork to Financial Aid. Financial Aid codes it and reviews it.
14. Financial Aid sends paperwork to Payroll.
15. Payroll processes paperwork and enters student into the payroll system.

16. Payroll sends an email to student and Hiring Department Supervisor with instructions on how to login to the system for the student and that the student is now eligible to begin work.
17. Student may begin work. Student cannot begin work until the email from Payroll or the Saremi Center has been received. **No exceptions.**
18. Student's first pay will be in a check form that can be picked up at the Mail Room. Students are encouraged to specifically ask for it as the "first work study pay check" so it is not confused with another sort of mail.
19. Future payments will be received via direct deposit.

How do students apply?

Students apply for work study jobs by visiting the Saremi Center's SWARM Jobs accessible on the portal. It can also easily be located by going to www.aic.edu/swarmjobs. All work study jobs that are open are posted on this site. To search, sort by job type and look for "work study." The site also provides information on internships and Part-Time and Full-Time employment opportunities. SWARM Jobs can be accessed on a computer, smart phone, or tablet device.

The Saremi Center uses an all on-line student application. It can be found on each Federal Work Study or Institutional Work Study job posting. Computers are available in the Saremi Center that can be used and staff are here to help.

Once we receive the application, we will review it to confirm eligibility. We will then forward it to the department or departments applied to. Students should then visit the departments they have applied to and share their interest. Students are encouraged to bring a hard copy of their resume and a cover letter to drop off (we can help with those at the Saremi Center for Career Development). We also recommend strongly that students dress to impress in at least a business casual style.

To be hired for a position that the student has not previously held, the student will be interviewed. This is actually a great opportunity for students to practice interview skills for when their after-graduation job search for a Full-time career-starting job will proceed. We can schedule mock interviews and teach interview skills here at the center for students (and for work study supervisors) as needed. Students who do get an interview should make sure to send a thank you letter or card.

When students are hired for student employment, paperwork must be completed before they can begin working. The Department that hired the student has to complete an online Hire Form and submit it to the Saremi Center.

Students are not allowed to work when they are scheduled to be in class even if the class has been canceled. There are no exceptions allowed for this policy. Students and supervisors must sign off an acknowledgement of this during the process. The responsibility is on both the student and the supervisor to ensure that there are no occurrences of the student working during scheduled class time. Both will be held accountable for lapses. Students must provide their class schedule to the supervisor.

The supervisor must have on-file the post-Add/Drop Week schedule. This may require students to print out and submit the schedule twice! Schedules can be printed out via the Jenzabar access in the portal.

Students new to the student employment system will need to complete a FERPA an I-9 form, an M-4 and W-4, and a Direct Deposit form via the Onboarding Form. The Saremi Center emails a link to this form to the student after a hire form is received from a department. After students complete the Onboarding Form, they must come to the Saremi Center to sign the forms. Generally, the Saremi Center is open between the hours of 8:30 AM-4:30 PM Monday-Friday. A student coming to the Saremi Center to complete paperwork should arrive no later than 4:00 PM. These are explained below:

The I-9 form:

The I-9 form is a federal form required by the Department of Homeland Security. To complete it students will need to bring documentation that proves they are legally able to work in the United States. Saremi staff have to inspect the actual documents. By federal law, photocopies, faxes, emails, and/or scanned documents cannot be accepted. The documents presented also cannot be expired. A list of satisfactory documents can be found on the USCIS website: <https://www.uscis.gov/i-9> . Saremi Center staff will not sign off on the I-9 until the appropriate documentation is available. ***There are no exceptions allowed under federal law.*** Students traveling great distances to AIC are reminded to bring appropriate documentation.

There are three types of documents that can be used for the I-9 form, Column A, Column B and Column C. They are named that way because of the columns they fall into on the I-9 instruction form. Column A documents, including but not limited to US Passports, US Passport Cards, and Permanent Resident Cards, are documents that can verify eligibility completely. Column B and C documents are not as dynamic. They need each other to accomplish the same feat. If a student does not have a Column A document, then the student will need one Column B **and** one Column C document in order to meet the form requirements. Two Column B or two Column C documents will not be acceptable. It is federal law. At the Saremi Center, we really like complying with federal law. Column B documents include but are not limited to state driver's license, state ID, and school ID. Column C documents include but are not limited to US Social Security Cards, US Birth Certificates, and US Citizen ID Cards. For a complete list of acceptable documents please view the USCIS page (<https://www.uscis.gov/i-9>).

The W-4:

The W-4 is an Internal Revenue Service form. It has to do with withholding taxes from workers' pay. Students would have been required to complete one of these for any job held to date. It signals what taxes to take out of the paycheck. AIC staff cannot provide guidance on completion of this form. Students are encouraged to check with whoever helps with taxes (parent, tax professional, IRS website etc.) if unsure about how to complete it. Here is a very handy tool provided by the IRS: <https://apps.irs.gov/app/withholdingcalculator/> . A new, separate one will be needed to work in student employment at AIC even if a W-4 is on file with another

employer as these do not transfer. When a student employee chooses to claim “exempt” on their w-4, a new w-4 form must be submitted every year.

The M-4:

This is basically the same as a W-4, but it is for taxes in the Commonwealth of Massachusetts. The information on the IRS calculator will be helpful on this form as well.

The Direct Deposit Authorization Form:

The college pays employees through direct deposit. Students indicate the bank account number they wish the funds deposited into and indicate if it is a savings account or a checking account. The routing number must also be provided. If it is a checking number and the student actually has available checks and not just a debit card, the student may cancel one out by writing “void” on it and attach it to the form. Some banks will provide a handy printout that will provide all the necessary account information. The first pay will be in the form of a check because it takes one cycle of payroll for the form to get processed by our payroll service. That check can be picked up at the mail room in the basement of the Schwartz Campus Center. Students are reminded to specifically ask for their student employment paycheck to avoid confusion.

Students may not start work without all hiring paperwork on-file! When paperwork has been filed and payroll is activated, an email will be sent by payroll. Once the student and supervisor receive that email the student is able to begin working for the hiring department.

Jobs will not carry over to the next fiscal year. The fiscal year starts on July 1 and ends on June 30. Students have to reapply even if the Hiring Department wants the student back. If all these hiring documents are on-file this year, students likely will not have to complete the forms again the following year—just the application and the printing out of their schedules.

Students encountering payroll issues are encouraged to check with the staff at the Saremi Center. The first area to explore will be if all hiring paperwork has been completed correctly. That is often the issue. Or it may be that it is the first payment and the paper check is waiting in the mail room. Saremi Center staff is happy to help students to solve what issues may be presenting.

International students cannot be paid until they have received a valid Social Security Card from the Social Security Administration. They may work if they have consulted with Dean Beebe, completed the I-9 utilizing other documentation and have provided a copy of the receipt from the Social Security Administration indicating that the card has been requested. Payment cannot occur until there is a Social Security Card that has been witnessed by Saremi Center staff. Saremi Center staff can provide a packet on how to apply for a Social Security Card and can provide assistance.

Due to federal and institutional regulations, weekly hours have to be supported by a listing of the clock hours worked. Students have to sign in and out of their department at the beginning and

end of each work period or there will be no record of the hours worked. Clocking in and clocking out are required. Students may not enter blocks of time after the fact. If there is a time sheet issue that needs to be fixed, students should consult their supervisor. Students cannot be paid for lunch, sick time, and other time off, or for receiving instruction in the classroom, laboratory, or other academic setting. Students may not work during times when they are scheduled to be in class. There are no exceptions.

Students will be removed from payroll upon graduation, a leave of absence, or dismissal, or suspension for academic conduct reasons. Students will also be removed from payroll following dismissal by a supervisor due to poor work performance. Should a student resign from a position or should the hire form expire, the student will also be removed from payroll.

Students are not eligible for benefits such as sick pay, vacation pay, holiday pay, or **what the Commonwealth of Massachusetts specifically refers to as unemployment insurance benefits**. Students are eligible for Workers' Compensation under the provisions of Massachusetts law. Workers' Compensation covers expenses for medical care from job related injuries sustained in the course of employment. A student who suffers a work related injury must report it immediately to their immediate supervisor. The supervisor must report on-the-job injuries to the Office of Human Resources. Students are reminded to be safe in the execution of their job duties.

We hope that student employment is an experience that all students find enjoyable, beneficial, and one without issues or concerns. However, should problems arise, we want to make sure students have the resources to assist them. Oftentimes simply sitting down and discussing problems with a student employment supervisor is a great first step toward resolving issues or concerns. The same is true for student employment supervisors. The Saremi Center encourages everyone to pursue this as a best practice whenever possible as a first step. A student and supervisor are encouraged to discuss any work related problems in an honest, non-confrontational manner. An attempt should be made to informally resolve the disagreement between the student and the immediate supervisor. If the problem cannot be resolved within the department, the student should consult with the department supervisor or with the Human Resources office. Staff at the Saremi Center are available to help when and if problems arise to help students and supervisors process what to do and/or how to do what they decide to do in a constructive way.

Discrimination and Harassment. American International College (the "College") is committed to providing equal employment opportunities and a working environment that is free from discrimination and harassment. The College prohibits discrimination against any employee or applicant for employment because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status (special disabled veterans, disabled veterans and Vietnam-era veterans), or any other characteristic protected under applicable federal or state law.

There are several different forms of discrimination. Accordingly, the College prohibits discriminatory conduct of any kind, including unequal treatment, harassment (including sexual harassment and sexual misconduct), and retaliation.

Student Responsibilities

- A student's first responsibility is to the academic work leading to a degree. Students must maintain satisfactory academic progress in order to be eligible for federal work study.
- Students must not work until all hiring paperwork is on file and has been processed. Payroll will email the student and supervisor confirmation that payroll has been activated. Only once that email has been received can the student start work. Failure to follow this policy can result in fines to the department's next student employment budget that may make continued employment challenging. **Until the email from Payroll is sent, indicating that the student can begin working, the student may not work!**
- **Students should make a good faith effort to perform well at work study positions.** Student work matters. AIC relies upon quality student work. It adds value to our institution. Work study is actual, legitimate employment. Every student is expected to perform well on the job and to respond to supervisor feedback. Appropriate comportment (personal bearing or conduct; demeanor; behavior) is required at all times. Even though the student is a temporary student employee, they still have a role in representing the department they are assigned to either overtly or indirectly. Students are also representing our institution. If the experience is a successful one, this could be worthy of inclusion on a resume. Prospective employers do value real work experience. This could add to students' features and benefits and serve to make students more marketable after graduation.
- Student workers should make sure they understand the hours, job responsibilities and conditions of their employment. Students can expect to have expectations made clear by their department supervisor and to be trained for the work they are expected to perform.
- A two week notice is considered a common courtesy for leaving a position. The Saremi Center encourages students to follow this as a best practice. It is an expectation both at AIC and in the world of work in general. Not only will it be appreciated by the assigned department but it is a good habit to develop for the future. Once damaged, relationships are hard to repair or rebuild. Students vacating a position are responsible for informing the supervisor of the cessation of employment. Withdrawal from the program will not jeopardize a student's chances of receiving work-study eligibility in future years. If a supervisor learns that a student is not just leaving employment, but the institution as well, the supervisor has an obligation to notify the Registrar's Office and the Associate Dean of Retention. Career Development should also be notified.
- Student employment is not automatically renewed each year. Students must take the initiative to actively pursue work study plans with the department they hope to work with

and ensure all steps are completed, particularly those the student is directly accountable for, such as the W-4 and providing I-9 documentation and class schedules. A new application is required every year. The class schedule is required every semester and twice a semester if submitted before the close of Add/Drop Week.

- Students are reminded to report injuries caused at work to the supervisor immediately.
- **Students may not work during times when scheduled to be in class.** Students cannot skip class to work. There are no exceptions. Even if a professor lets a class out early, cancels class, if the school is closed for a snow day, or a power outage occurs, students can **never** work during a time on their schedule that indicates they should be in class. The Saremi Center will be conducting random audits to ensure 100% compliance with this rule.
- As a part of the work study position, students may have access to confidential information. This cannot be shared or altered. Work Study students are expected to maintain the same rigid ethical standards and professionalism of all other employees.

Satisfactory Academic Progress

To be eligible for federal, state and many types of institutional financial aid a student must maintain Satisfactory Academic Progress. Satisfactory Academic Progress (SAP) is calculated at the end of each semester in accordance with federal and institutional requirements. SAP determinations made by the financial aid office may be separate and distinct from those made by academics. In some circumstances a student may be allowed to continue study at AIC but without the benefit of receiving financial aid. A summary of the SAP requirements as they pertain to financial aid is listed below, however, for more detailed information regarding SAP please review the Academic Regulations. To be considered making SAP a student must maintain both the minimum CGPA listed below and be considered 'on pace' towards their degree. A student is considered 'on pace' if he/she will not exceed 150% of the published program length. This is determined by dividing the number of credits earned by the number of credits attempted. It is important to note that all periods of a student's enrollment are considered in the SAP determination, not merely those terms in which a student has received financial aid.

This includes INSTITUTIONAL WORK STUDY, too, not just Federal.

Total Credits Attempted 1	Cumulative GPA Required 2
1-30	1.81 *
31-60	1.93 *
60+	2.00 *
Graduate Students	Cumulative GPA Required 3
All	3.0

***Note: Undergraduate Students (or anyone else for that matter!) MUST NEVER list any of these minimum Cumulative GPAs on resumes.**

1 Total credits attempted include Pass/Fail credits, transfer credits, Incomplete courses and courses determined with a 'WP/WF'

2 Refer to the Academic Regulations for more detail as to how the CGPA is calculated by the registrar

3 In addition to the CPGA requirement, a graduate student may not receive any grade in a course less than a B- in order to maintain SAP

If it is determined that a student is not maintaining SAP the following will apply:

All Students:

1st Term of not meeting SAP: Financial Aid Warning!

Students will receive financial aid for 1 additional semester, but will need to be considered making SAP at the end of that semester in order to continue to receive financial aid.

2nd Term of not meeting SAP: Financial Aid Probation!

Students are not eligible for financial aid unless an appeal for extenuating circumstances is granted by the financial aid appeals committee. If an appeal is granted the student must maintain the required GPA and pace as outlined in the appeal approval (i.e. academic plan) in order to continue to receive financial aid. If the student fails to meet the terms of the academic plan then he/she becomes ineligible for financial assistance until SAP standards are met.

Students who have any questions, or are requesting a SAP Appeal, should contact the Financial Aid office at 413-205-3259 or via email at financialaid@aic.edu.

Financial Aid will inform the Saremi Center of students not meeting Satisfactory Academic Progress when the determinations are made, and the Saremi Center will inform individual supervisors. If it is a first occurrence, supervisors will be informed to provide support and encouragement. If it is a second occurrence, the supervisor will be informed that the student is ineligible to work.

Expectations for the Saremi Center for Career Development:

- To provide training, information and support to students, work study supervisors, and related work study constituencies regarding the work study process and policies at AIC.
- To check student applications for work study jobs for eligibility and to forward these applications to hiring departments in a timely manner.
- To post and close work study positions in a timely manner.
- To make readily available required forms, processes and service for efficient work study implementation.
- To ensure students are eligible for work study and that hiring paperwork is completed.
- To ensure that hiring departments actually have work study funds available for their department.

- To track department spending and provide timely information on spending to the departments according to the established time periods.
- To seize and reallocate the work study dollars from departments that are not spending budgeted Federal Work Study or Institutional Work Study dollars in a timely manner.
- To organize as warranted work study job fairs and informational sessions.
- To maintain records of hiring and job descriptions that you submit. Regulations require that all records supporting federal programs must be retained for **three years** after the end of the award year (academic or summer) for which the aid was awarded and disbursed under the program.
- *Students may not start work without the hiring paperwork on-file!*

The Saremi Center staff is here to help make your student employment experience a success. Please reach out to us at 413.654.1411 or saremicenter@aic.edu.