Employer FAQs

What is off campus Work-Study?

- Off campus Work-Study, offered through both federal and state Work-Study programs, gives students an opportunity to work off campus and provides employers the opportunity to work with UTA students, whose wages are subsidized through the program. This program allows students to earn money for expenses associated with higher education, explore potential career fields, and gain both hard and soft skills while earning their degree. Employers are connected to talented UTA students, and can employ them for reduced costs.

What students are eligible for Work-Study?

- Any student who has demonstrated financial need after filling out the Free Application for Federal Student Aid (FAFSA). If a student has been awarded with Work-Study and accepted all or part of their allotment, they will have a Work-Study Eligibility form. Please ask your student worker for this form to ensure that they are eligible.

What kind of organizations are eligible?

- Schools and other government agencies, non-profits, and for-profit companies are all eligible to participate in the Off Campus Work-Study program.

What is the reimbursement level for my agency?

- Certain designated tutoring positions (in schools, community centers, or non-profits) will be reimbursed 100% of student wages; Community Service Positions, in Non-profits or government agencies, will be reimbursed 75% of student wages; and for profit companies will be reimbursed 50% of student wages.

How do I initiate this process?

- To become an off campus partner, each organization must fill out and submit the Contract Packet and the Vendor Supplier Information Form. These forms may be obtained by calling the Lockheed Martin Career Development Center at (817) 272-2932, or by emailing offcampusworkstudy@uta.edu. Once these forms are submitted, the Office of Financial Aid and Scholarships will ensure that the agency has good standing with the Texas State Comptroller’s Office. Organizations will also be required schedule an initial site visit from the Work-Study Coordinator before the contract will be approved.
How can I recruit student workers?

- Once employers have been approved, they may either post their own position(s) on UT Arlington’s online job database HIREAMA V powered by Handshake, or they may request that the JLD and Work-Study Coordinator does so on their behalf by emailing offcampusworkstudy@uta.edu.

Who supervises student workers?

- Students will be supervised on site, by a designated employee of the agency. Students will not be supervised by UT Arlington.

How many hours per week can students work?

- Federal and State Work-Study students may work no more than 19 hours per week. Students and employers will determine the student’s schedule together, based upon the student’s availability. Students may not work during times that they are scheduled to be in class. Students may not work more than 8 hours per day.

How much are student workers paid?

- Student workers must be paid at least the state minimum wage, which is currently $7.25 per hour. Students could earn more than this, if the agency chooses. The student worker must be paid what is “appropriate and reasonable according to the type of work performed” (6-43). Students must be paid hourly, and cannot receive benefits.

How often are student workers paid?

- Student workers must be paid at least monthly. They could also be paid weekly or bi-weekly if that is the norm of the organization.

Who signs my student worker’s timesheet?

- The supervisor at the agency must sign the student’s timesheet, and submit the original copy to the Office of Financial Aid and Scholarships. Their address is as follows:

  Attn: Work Study Coordinator  
  Office of Financial Aid, Scholarships, & Veteran Benefits  
  The University of Texas at Arlington  
  701 S. Nedderman Dr., 252 Davis Hall, Box 19199  
  Arlington, TX 76019-0199

Who do I contact with more information?

- The JLD and Work-Study Coordinator can be reached at the Lockheed Martin Career Development Center at (817) 272-2932, or by emailing offcampusworkstudy@uta.edu.