

THE SUPERVISOR SCOOP

January 2024 — March 2024



Welcome to the Spring 2024 edition of our newsletter! We have some exciting updates, including a letter from Erica LaRue, Assistant Director in Career Services, who invites nominations for the prestigious Student Employee of the Year award. You'll also find important information on upcoming career fairs and other essential dates you don't want to miss. In this issue, we highlight some remarkable student employees and provide additional reminders to help you make the most of the semester. Your contributions and efforts are greatly appreciated. We look forward to another fruitful semester together!

*Let's go.*TM

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Questions or concerns? Federal Work-Study supervisors, please [contact the WVU Hub](#). Regular student employment supervisors, please email WVU Career Services at studentemployment@mail.wvu.edu.

A Letter from Erica LaRue



Dear WVU Supervisors,

I hope your new year is off to a great start. I realize that you are busy with the start of the semester but encourage you to take the time to nominate any of your student workers, including work-study students who have gone above and beyond their job description. Your nomination will not go unnoticed as all nominees receive a certificate and a small token of appreciation.

After nominations are received by the deadline of **February 5, 2024**, the Student Employee Appreciation Committee will select three undergraduate finalists to receive prizes — one from the Beckley, Keyser, and Morgantown campuses. From the graduate and professional student nominees, one Graduate/Professional Student Employee of the Year will be selected.

During Student Employee Appreciation Week, finalists will be celebrated at a virtual ceremony where they will be awarded scholarships, and a grand prize winner will be chosen.

Help us celebrate **Student Employee Appreciation Week, April 7 - 13, 2024** by submitting your nomination using one of the applicable forms below. Remember that you may nominate more than one student worker, but you must submit a new online form — and attach a new letter — for each one.

[Undergraduate Student Employee of the Year Nomination Form](#)
[Graduate Student Employee of the Year Nomination Form](#)

Thank you in advance for your time.

Sincerely,

Erica LaRue

Assistant Director of Operations, WVU Career Services Center



Announcements



MONITOR STUDENTS' TIME WORKED

If you employ a Federal Work-Study employee, it is of the utmost importance that you monitor their earnings to ensure your student does not exceed their funding allotment. To assist with monitoring hours, we recommend utilizing the [Tracking Custom Salary Worksheet](#). Remember, any earnings that exceed a work-study's award allocation becomes the responsibility of the hiring department or agency. There is no additional funding available for 2023-24.

TRANSFERRING TO REGULAR STUDENT EMPLOYMENT

For supervisors who need to transfer work-study student(s) to departmental funding after exhaustion of their work-study allocation, please notify Shared Services Time Collection with the following information: Student Name, Student Assignment Number, Current Student Position Title and Number, Hourly Rate of new position, Supervisor Name, Supervisor Email, and New Funding String. Please send SSC-TimeCollection@mail.wvu.edu or for HSC students HSCSharedServicesCenter@hsc.wvu.edu the required information. For any questions, please contact [the Shared Services Center](#).

2024-2025 FAFSA LAUNCH UPDATE

The 2024-2025 Free Application for Federal Student Aid is now available for students to submit. WVU's priority deadline remains **March 1, 2024** at this time. Students should monitor their MIX emails and the [WVU Hub's FAFSA Simplification webpage](#) for continued updates.

Important Dates



JANUARY 31

STEM Career and Internship Fair, Day 1 — Student Recreation Center, **10 a.m. to 3 p.m.** Spotlight on Civil Engineering, Agriculture, and Natural Resources. Register for Day 1 on [Handshake](#).

FEBRUARY 1

STEM Career and Internship Fair, Day 2 — Student Recreation Center, **10 a.m. to 3 p.m.** Spotlight on Engineering, Science, Technology, and Manufacturing. Register for Day 2 on [Handshake](#).

FEBRUARY 5

Nomination Deadline for Student Employee of the Year — All submissions for Student Employee of the Year must be received. To meet MASEA standards, please be sure to include a nomination letter with each student employee that is nominated. Supervisors may submit more than one student. Please use the [Undergraduate SEOTY Nomination Form](#) or the [Graduate SEOTY Nomination Form](#) as applicable.

FEBRUARY 14

Business and Communications Career and Internship Fair — Mountainlair Ballrooms, Mountainlair, **11 a.m. to 3 p.m.** Register on [Handshake](#).

FEBRUARY 15

Behavior and Social Sciences Career and Internship Fair — Mountainlair Ballrooms, Mountainlair, **11 a.m. to 3 p.m.** Register using on [Handshake](#).

MARCH 10

Last Day to Hire Federal Work-Study Students — This is the last day supervisors may request to hire a student under Federal Work-Study funding for the 2023-24 aid year. For questions regarding FWS hiring, please contact [the WVU Hub](#).

PAY CYCLE SCHEDULE

Pay Cycle	Pay Day
January 14 - January 27	February 9
January 28 - February 10	February 23
February 11 - February 24	March 8
February 25 - March 9	March 22
March 10 - March 23	April 5

POSITION-SPOTLIGHT-REQUEST

Let us help spotlight your listing to qualified students! Please submit a [Handshake Position Spotlight Request Form](#). We will use the information you provide to email qualified students with the position title, description, and a direct link to your job posting for quick access to apply.

SUPERVISOR-RESOURCES-AVAILABLE

- [Federal Work-Study Home](#)
- [Hiring an FWS Student](#)
- [Managing an FWS Position](#)
- [FWS Supervisor Forms](#)
- [WVU Supervisor Assessment](#)
- [Federal Work-Study New Hire Form](#)
- [WVU Career Services Home](#)
- [Student Employment](#)
- [Other Supervisor Resources](#)
- [Student Employee Evaluation Form](#)
- [Student Employee Handbook](#)
- [Student Worker Spotlight](#)

STUDENT EMPLOYEE SPOTLIGHT

MADYSON-REDDEN



Mady came to our department last spring, and from day one she shined like a twinkling star in the night sky! Her positive attitude and enthusiasm are contagious and have created a great working environment for our team. In addition, her values supports and models institutional objectives including: service, collaboration, quality, personalism, appreciation, diversity and respect for all individuals. She exhibits personal integrity, honesty, zeal and compassion. Mady understands and supports the

University's efforts to serve all in need, especially those who are disadvantaged. She is an extremely hard worker and is highly respected by her co-workers for her willingness to help anyone at anytime. I think of Mady as my own personal angel...always there to help, and always with a smile.

- *Cynthia Ulrich, Office of Accessibility Services*

MADISON-MOONEN



Madison started working with Human-Animal Bond in August 2023. The positive impact she has had on our nonprofit in such a short period is truly amazing. Her communications and marketing experience has transformed the way we are approaching our outreach. Through her direct efforts, we have a number of “firsts” to brag about including entering the WV Botanic Gardens Scarecrow Spectacular highlighting RidgeWay, the Human-Animal Bond scarecrow, and our first ever nonprofit

newsletter, set to publish this week. Additionally, she is working to improve and expand our social media presence. The day-to-day innovative ideas and positive outlook she brings to our ongoing work is energizing!

- *Margaret Kitt, Human-Animal Bond*