

Subject: Important Spring Quarter Work-Study Information
Date: Monday, March 30, 2020 at 8:09:47 PM Mountain Daylight Time
From: Student Employment Coordinator
To: Elizabeth O'Hara
Attachments: image001.jpg

Dear Supervisors,

We hope that all of you are doing well and finding ways to take good care of yourselves and your work during these unusual times.

We have important information to share about keeping your students employed, and special information regarding students in existing work-study positions who are enrolled for the spring quarter.

Keeping Students Employed

The Provost's stated priority is for current students to remain enrolled and employed with meaningful work that they can do remotely. If you can continue to employ students during this time of remote learning, please do so!

If you have a student whose current work-study position cannot be performed remotely, we hope you will work fellow DU staff and faculty to find a remote employment option that will serve both the student and the University. Are there offices within your division that have a need for student work? Can you utilize students to carry out communication campaigns? Are there data entry and clean-up projects, video projects, website reviews, social media support projects, or research needs that could employ student talent? We want to maintain a high touch DU experience during this time, and keep students engaged and employed whenever possible.

If you have work available that can be done remotely, and have the capacity to hire students for that work, we highly encourage you to post your position on the [job board](#)! We'll continue to point students to those opportunities throughout the spring quarter.

If Work is Unavailable

If alternative employment opportunities are not available or possible, federal guidance allows for students to continue to receive work-study earnings for scheduled hours under certain conditions. In order to continue to receive this funding:

- The student must be enrolled at least half time in spring quarter (6 credits or more for undergraduates, 4 credits or more for graduate students),
- Be in an existing, active position funded by federal or state work-study in which the student has prior earnings, and
- Be unable to continue employment in that position because of COVID-19 disruptions.

If you have a student employee that meets these conditions, please contact [Mai Kitch](#), Assistant Director of Student Employment, who will work with you on the next steps you need to take and the documentation you'll need to provide.

We hope you are able to keep our student employees engaged through remote work opportunities, and are here to help ensure they can continue to fund their DU education through part-time employment.

Warm regards,

John Gudvangen
Associate Vice Chancellor of Enrollment and Director of Financial Aid

Mai Kitch
Assistant Director of Student Employment

Office of Student Employment

Financial Aid

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