

# Work Study Supervisors

## Supervisor Responsibilities

### Creating and Posting Jobs

If a department has a need for a Work Study student employee, it is the supervisor's responsibility to create the job posting on the [Career Development website](#).

Once your job posting is submitted to Career Development, Career Development will approve your job (pending review) and students will be able to access your posting. It is also the responsibility of the supervisor to expire the job posting once it has been filled.

### Interview

Supervisors are responsible for interviewing candidates for their position. After interviews are conducted, supervisors should choose the best candidate for the position.

### Hire

After the student is offered and accepts the position, the supervisor should notify Financial Aid using this Google Form [Student Hire Request](#). An electronic contract will be provided to the student and supervisor for electronic signature, and once the Work Study Contract has been completed a PDF copy of the contract will be emailed to the supervisor and student. Supervisors are responsible for making sure their student employees are not working before completing a Work Study Contract.

### Supervise

As the student works, the Supervisor will need to manage the student employee. Feedback on performance should be given on a regular basis.

### Timesheet

MassArt utilizes an electronic timesheet system called [TimesheetX](#). Each pay period, the student must complete an electronic timesheet, which the supervisor must approve. The supervisor is responsible for verifying and approving the hours worked.