



Becoming an Work-Study Supervisor



Talk to your department. Determine if you have a sufficient volume of tasks to keep a work-study student busy. You'll also want to consider which staff (minimum of 1, preferably 2 or more) will supervise the student, and how the position might benefit the student and your team. Then decide if a work-study position is right for your needs & motivations.

Review the WS Supervisor, JobX Supervisor trainings, and complete the WS Supervisor Training Quiz in Sakai at the site below. Please note that you may need to copy and paste this link into your browser.



<https://sakai.unc.edu/portal/site/6fc32752-a8d8-44c7-a75b-298df923a3ac/tool/f2f0c380-b721-4644-895e-40cfad07ba02>



Complete the WS Supervisor Registration form. Visit the On-Campus Supervisor Resources page to familiarize yourself with the tools and information contained there. It is highly recommended that you review the linked training videos, especially if you are registering after July.

In 1-3 business days, you'll receive an email informing you that you have been granted access to the JobX system. You can then complete your job posting and submit it for review & posting.



Still have questions? Contact the WS Team at work-study@unc.edu