

## Basic Information for Off-Campus Agencies

In 1963, the Colorado legislature created Metropolitan State University of Denver as a comprehensive, baccalaureate degree-granting institution. The university offers arts and sciences, professional and business courses and programs to a diverse student population. MSU Denver is located on the Auraria Campus, in Downtown Denver, which they share with Community College of Denver and University of Colorado at Denver.

## Off-Campus Work-Study Program

The Student Employment Program at Metropolitan State University of Denver is intended to provide students paid jobs to off-set their educational expenses; while garnering professional experience to enhance their leadership skills.

Non-profit and government agencies, that are not politically affiliated, may hire Metropolitan State University of Denver federal work-study students to work part-time in their offices. ***Off-Campus agencies agree to pay 25% of a student's wage, while the other 75% derives from the student's federal work-study award.*** Work-study is allocated based on the financial aid package a student receives. A student must indicate on their FAFSA (Free Application for Federal Student Aid) they are interested in work-study. Students may also contact a Financial Aid Counselor and indicate their interest in work- study.

**\*Students who receive No-Need Work Study are not eligible to work off-campus through the work-study program.**

## How Organizations Can Participate in the Work-Study Program

1. Please fill out the form at [https://msudenver.edu/media/content/humanresources/policies/OCAEligibilityandNeedAssessment\\_1819.pdf](https://msudenver.edu/media/content/humanresources/policies/OCAEligibilityandNeedAssessment_1819.pdf). You can email, fax or mail the completed form to the Office of Human Resources

Student Employment Program  
Campus Box 47, PO Box 173362  
Denver, CO 80217-3362  
Fax Number - 303-556-5151  
Email contact information:  
Ramona Morris: [morriram@msudenver.edu](mailto:morriram@msudenver.edu)

2. Once the Office of Human Resources receives your *Eligibility and Need Assessment* form and determines your eligibility to participate in the Student Employment Program, the Student Employment Manager will contact your agency. A non-negotiable '**University Work Study - Terms of Agreement**' will be sent out to the agency. This is an agreement with Metropolitan State University of Denver that officially allows agencies to participate in the work-study program.

3. The original agreement must be sent back to the Office of Human Resources. Once HR has signed the original agreement, your agency will be assigned an account number.

4. Once a number is assigned, the Off-Campus Agency can post a [job request](#) on the Student Employment [Job Board](#).



5. The Student Employment Manager will then schedule a visit to the agency. At the meeting, the Student Employment Manager will go over policies and procedures and answer any questions the supervisor may have. (After the initial meeting, the Student Employment Manager will visit the off-campus site at least once a year.)

6. A new '**University Work Study - Terms of Agreement**' must be signed every fiscal year in order to remain part of the program.

### **Student Eligibility to Participate in the Off-Campus Program**

Students must be enrolled in at least 6 credit hours and maintain a satisfactory academic progress to keep their award. If a student drops below 6 credits during the semester, they lose their work-study award through the Office of Financial Aid. Therefore, any hours worked after the loss of their award will be billed 100% to the agency or department where they are working.

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### **Off-Campus Agency Forms**

- [Timesheets & Payroll Schedules](#)
- [Work-Study Handbook for Off-Campus Agency Supervisors](#)
- [Off-Campus New Hire Packet](#)
- [Off-Campus Continuing Employee Packet](#)