



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 [FWS 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 FWS Team at work-study@unc.edu