

Dear Student Employer:

If your agency is interested in employing a Barnard College student for the 2008-2009 academic year under the Federal Work-Study Program, please read the following description and complete the enclosed **Agency Agreement and Agency Information Sheet**. Previous employers of Barnard students need to complete forms every academic year.

Please post your off-campus jobs on the Career Development website, [www.barnard.edu/ocd](http://www.barnard.edu/ocd) following the links under "Employers/Internship Sponsors." If you register and post jobs online, you will be able to edit, update and repost positions.

Through the Federal Work-Study Program, your agency may hire a Federal Work-Study eligible Barnard College student and pay only a portion of her wages. The Federal Government through Barnard College pays 60% of the students' earnings and your agency pays 40%, plus amounts necessary to cover its percentage of workers' compensation, liability insurance, social security and other charges required by law on student payrolls. Details are outlined in the enclosed Agency Agreement.

Jobs funded under the Federal Work-Study Program must not displace full-time or part-time employed workers and may not be connected with any partisan political activity or religious cause. Each position should provide a meaningful work experience under the supervision of a professional staff member.

If your agency employs students as reading tutors for pre-k to elementary school children or as math tutors for elementary through ninth grade school children, you may be eligible for a special work-study initiative, the **America Reads/America Counts Challenge**. Please contact Will Simpkins at [wsimpkins@barnard.edu](mailto:wsimpkins@barnard.edu) or 212-854-4214 for more detailed information.

Please submit completed forms in the enclosed envelope and retain the Agency copy of the agreement for your records. If you have any questions or need assistance with the forms, do not hesitate to contact me at 212-854-7745 or email me at [wkang@barnard.edu](mailto:wkang@barnard.edu).

Thank you for your support of Barnard students.

Sincerely,

Won Kang  
Associate Director for Student Employment