



State University of New York College of  
**Environmental Science and Forestry**

Office of Research Programs  
200 Bray Hall | Syracuse NY 13210  
P: (315)470-6606 F: (315)470-6779  
Email: [research@esf.edu](mailto:research@esf.edu)

Request for Student Employee(s) under the Federal College Work-Study Program

**REQUEST ASSISTANT – ACADEMIC YEAR 2023 REQUEST  
(8/29/23 – 5/12/25)**

One of these forms should be completed for **each type of job available**.

Employer Department \_\_\_\_\_

Position Location \_\_\_\_\_

Phone \_\_\_\_\_

Job Title \_\_\_\_\_

Job Description

Required Qualifications

Position Justification

What skills/experience will the student gain? Why is this position needed?

### Student Mentoring

How will the student's research experience be enhanced/mentored?

### Research Funding

Is the research supported by external funders? If yes, provide a sponsor and project title.

Relevant RF award/project number

**BUDGET INFORMATION**

Number of Students Requested<sup>1</sup> \_\_\_\_\_ Hourly Wage Rate<sup>2</sup> \$14.20  
(required input) (fixed)

Total Hours Per Student<sup>3</sup> \_\_\_\_\_ Total Allocation Per Student<sup>4</sup> \_\_\_\_\_  
(maximum) (multiply 2 x 3)

Total Hours, All Students \_\_\_\_\_ Total Allocation Request \_\_\_\_\_  
(multiply 1 x 3) (multiply 1 x 4)

**TOTAL APPROVED (Office of Research Programs) Approved Allocation** \_\_\_\_\_

*Note: Allocation requests will be evaluated and determined by the ESF Office of Research Programs, in conjunction with the ESF Financial Aid Office.*

**SUPERVISOR INFORMATION**

Supervisor \_\_\_\_\_ Academic Rank \_\_\_\_\_

Office Location \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Research Site URL \_\_\_\_\_

**CONTACT INFORMATION**

The contact information listed above will be included in the posted job description unless checked below. Please check the boxes for any information that should **NOT** be included.

No Phone Number

No Email Address

No Research Site URL

**SIGNATURES**

Faculty/Staff Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Vice President of Research \_\_\_\_\_ Date \_\_\_\_\_

Financial Aid Office \_\_\_\_\_ Date \_\_\_\_\_

## Student Research Assistants funded by the Federal Work-Study Program

### PROGRAM GOAL

The ESF Financial Aid Office and Office of Research Programs (ORP) are jointly sponsoring student research opportunities funded through the Federal work-study program. The aims of the program are to (1) promote student research experience as a professional steppingstone; (2) increase diversity in research by widening opportunities to students from all backgrounds; (3) provide positive student mentoring through interaction with faculty and research lab groups; and (4) enhance ESF's capacity and reputation as a world-class research university. The program aims to enlist students in research early in their undergraduate careers, to foster deep and substantive experiences for both students and their hosting lab groups. The program will prioritize positions in labs with significant extramural funding, with faculty who demonstrate a strong commitment to mentoring student researchers, and with early-career investigators. In addition, placements will be prioritized in lab groups that can support several undergraduates with faculty and graduate student mentoring that creates a sense of community and belonging.

### ELIGIBILITY AND POSITION CRITERIA

The program targets primarily undergraduate students who qualify for financial aid, though qualified graduate students may also be eligible. Awards will be standardized to approximately \$2500 per student per academic year (AY), and \$5,000 per student over the summer, with the total number of hours determined by the hourly wage rate. **The current wage rate is \$14.20/hour, which yields 352 hours during summer 2023- and 176-hours during AY 2023–2024.** In some cases, the allocations may be extended in consultation with the Financial Aid Office, subject to the student's eligibility. We anticipate approximately twenty to forty awards available annually (summer plus AY total).

### PROCESS AND RESPONSIBILITIES

1. Faculty apply to ORP for research position allocations (using separate forms for summer and AY), indicating position description, required qualifications, mentoring plan, and research funding status.
2. Send completed request forms for student researcher positions to [research@esf.edu](mailto:research@esf.edu) and CC Erica Ward ([eward04@esf.edu](mailto:eward04@esf.edu)) indicating "FWS research Application" in the subject line.
3. ORP will submit the approved application to the Financial Aid Office, Financial Aid will post positions as they are approved.
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5. Qualified Federal work-study candidates apply directly to position supervisors, and faculty work with Financial Aid Office to hire students through the program.

6. Faculty supervisors work with students on research work and mentoring/professional development. This includes signing timesheets and tracking total hours worked.
7. If increases to the allocation hours and totals are requested, faculty work with the student and the Financial Aid Office to ensure eligibility.
8. Faculty and student provide evaluations of the experience in response to solicitations by ORP and Financial Aid Office at the end of the summer AY periods.

Questions about the program and deadlines should be directed to Erica Ward ([eward04@esf.edu](mailto:eward04@esf.edu)) and Financial Aid Office ([finaid@esf.edu](mailto:finaid@esf.edu)).