



State University of New York
College of Environmental Science and Forestry

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

Research Assistant — Academic Year 2025 Request (8/29/25 – 5/12/26)

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 sponsor and project title:

Relevant RF award/project number: _____

Budget Information

Name of Students Requested¹: _____ Hourly Wage Rate²: \$15.50
(required) (fixed)

Total Hours Per Student³: 161 Total Allocation Per Student⁴: _____
(maximum)

Total Hours, All Students: _____ Total Allocation Request: _____
(multiply 1 x 3) (multiply 2 x 3)

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 posted job descriptions 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

Signature

Faculty/Staff Supervisor: _____ Date: _____

Vice President for Research: _____ Date: _____

Financial Aid Office: _____ Date: _____

Digital or wet signatures required. Typed signatures are not accepted.

Student Research Assistants funded by the Federal Work-Study Program

Program Goals

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 \$15.50/hour, which yields 322 hours during summer 2025- and 161-hours during AY 2025–2026.** In some cases, the allocations may be extended in consultation with the Financial Aid Office, subject to the students' 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, indicating “FWS research Application” in the subject line.**
3. ORP considers applications and approves position allocations. There will be annual solicitations prior to the summer and academic year periods, and ongoing applications by faculty will be considered on a rolling basis as resources allow.
4. ORP will submit the approved application to the Financial Aid Office, Financial Aid will post positions as they are approved.
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 the total hours worked.
7. If increases to the allocation hours and totals are requested, faculty work with the students and the Financial Aid Office to ensure eligibility.
8. Faculty and the student provide evaluations of the experience in response to solicitations by ORP and Financial Aid Office at the end of the summer and AY periods.

Questions about the program and deadlines should be directed to the Office of Research Programs (research@esf.edu) and Financial Aid Office (finaid@esf.edu).