



MIT
PUBLIC SERVICE CENTER

Room W20-549, 77 Massachusetts Avenue, Cambridge, MA 02139
Phone: 617-253-8065 Fax: 617-258-9357 Email: studentworker@mit.edu

Massachusetts Institute of Technology Community Service Work-Study Employer Checklist

Am I eligible?

- Confirm that you are an eligible employer
- Check that the position you offer meets the requirements for CSWS

Posting a CSWS job:

- Read the “CSWS Employer Responsibilities” handout
- Submit copy of 501(c)3 or tax-exempt letter to confirm nonprofit status
- Submit two signed original copies of “CSWS Employer Agreement”
- Submit signed original copy of “CSWS Employer Job Description”
- Post job on the Student Job Board, in the Community Service category

Hiring a CSWS student worker:

- Screen and select prospective CSWS student workers
- Inform the Community Employment Administrator once you identify a hire
- Wait for official hiring email from the Community Employment Administrator

Paying a CSWS student worker:

- Select a wage of at least \$10 an hour
- Sign, scan and email time sheets to the Priscilla King Gray Public Service Center weekly
- Mail or hand-deliver original copies of time sheets at the end of each month
- Pay 25% of the student’s wages as billed by MIT Student Financial Services at the end of each semester