Welcome to the WEP Work Experience Program!

Welcome to the WEP Program! A Work Experience Initiative from the Human Resources Administration (HRA) that John Jay College participates in. The WEP program is a Community based initiative.

The Work Experience Program

The Work Experience Program or WEP is a welfare-to-work initiative that places public assistant participants in temporary work assignments. The goal of WEP is to help the participants move from public assistance to full-time employment and self-sufficiency. Approximately 90% of WEP Participants are skilled or degreed workers. They are able to work performing under the categories of Office Services throughout the College and for the Facilities Management Department.

Work Assignment Categories

- **Office Services**: Office services include typing, filing, data entry, answering phones, faxing, photocopying and similarly related clerical tasks.

- **Maintenance Services**: Maintenance Services include mopping floors, emptying wastebaskets, vacuuming or maintaining grounds or similarly related maintenance tasks.

WEP Scheduled Work Hours

- WEP Participants are scheduled specific hours that are mandated by The Human Resource Administration (HRA) enabling them to work at the assigned John Jay College worksite.

- The other days, participants are engaged in Job Search. Again, the goal of the WEP Program is to help participants re-enter the workforce. While they are spending valuable time working here at John Jay, they are able to regain confidence while being both active and providing service, until they find a permanent job.

Orientation

- WEP Participants start by attending a 1 Day Orientation at the Human Resources Center that is facilitated by **WEP Coordinator - Judi M. Smith**
During the WEP Orientation they learn the policies and procedures for successfully working at John Jay College as a WEP Participant.

**How Do You Request a WEP Participant(s)?**

- It’s easy! If you would like a WEP Participant to work in your office or for a specific department, you may contact the WEP Coordinator @ John Jay’s Human Resources Department and request a WEP worker.
- Contact: Judi Smith 212-237-8662

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