Student Employment Opportunities

**Purpose**

To create student job positions supporting the University’s efforts in student retention and success.

**Policy**

The University utilizes institutional funds to create and continue on-campus employment opportunities for *undergraduate students*. All resident and non-resident undergraduate students are eligible to apply for these positions. Students must be enrolled full-time (at least 12 hours) for Fall and Spring and should also be enrolled during the summer.

Departments awarded a Student Employment Opportunities position must contribute 25% of the wage cost. These positions may not exceed 19 hours a week.

**Procedures**

Departments must apply for a new Student Employment Opportunities position every academic year. The Office of the Vice President for Student Affairs (VPSA) sets the conditions each year how these positions will be awarded to departments.

The VPSA will send the *Proposed Student Employment Position* form to all departments eligible to apply for a position. Departments must:

1. Provide the number of hours of employment and the hourly salary.
2. Create a detailed job description for the proposed position including how the proposed position addresses the University’s retention and student success efforts.
3. Submit the completed form to the VPSA by the specified date.

The On-Campus Student Employment Opportunities Committee will review all proposals and recommend the selected student positions to the President. Departments will be notified if they have been awarded a position.

To appoint a student to a Student Employment Opportunities position, departments should create a *New Appointment Hourly (ANH)* document. On the ANH document:

1. Appoint the student for the rate and hours indicated on the award letter.
2. Use the job code 0066.
3. Enter a “Y” under the work-study indicator.
4. Indicate that the position is for Student Employment Opportunities in the notes section of the ANH document.

**Applicability**

VPSA determines each academic year which University departments are eligible to apply for a position.

**Responsible Party**

Comptroller

Last updated: April 2, 2007