STUDENT HIRING AT A GLANCE

PROCEDURE

All new hires take approximately 2 weeks for processing. Be sure you notify us of your intent to hire in advance.

Before HR will process at hire, ALL student employees are required to complete payroll paperwork with HR if they have not been on payroll in the past 12 months. The student cannot be paid until they submit this paperwork.

DETERMINING PAY

There are 3 skill levels for hourly hires:

I) $14.25 - $15.00/hour - Entry level: simple routine duties/standard procedures
II) $15.01 - $16.75/hour - Mid Level: more involved duties requiring some experience/skill/training
III) $16.76 and up/hour - High Level: moderately complex duties with limited supervision requiring experience/skill/training

Hourly hires at $17.00/hour or more must be accompanied by a complete job description for HR approval.

Positions for grads with duties including research or teaching are “assistantships” (non-hourly). They fall under the GEO contract and are required to be paid at the going GEO rate.

All graduate student employment positions must be submitted to the Graduate School for evaluation and approval.

NOT ALLOWED

Students are not allowed to:

- work during their scheduled classes
- work more than 8 hours in a day
- work more than 20 hours per week when classes are in session and 37.5 hours per week when classes are not in session