

## University Advancement Student Assistant/Work Study Guidelines

We value the opportunity to work with students in our day to day work advancing University Advancement. Students play an important role in various tasks and projects that help us meet our UA goals. We recognize that student employees are not the same as full-time regular employees. Since SJSU is a unionized environment, we must be cognizant of the role that students can play related to the various contracts. As such, we adhere to these guidelines when working with students:

### Hiring Process

The following questions will help to determine if a student hire is necessary to mission critical tasks:

- Identify the type of tasks and how long it will take
- Identify the type of hire: Student Assistant or Work Study
- Identify space
- Identify the number of student hires
- Identify anticipated graduation date
- Identify pay rate based on work tasks (see Recommend Student Employee Salary Placement )
- Identify number of work hours (not to exceed 20 hours per week during academic session)
- Identify number of work hours during winter/summer breaks (not to exceed 30 hours per week)
- Identify if student employee can share responsibilities within the division
  - Complete the UA Student Hire Request document (attached)
  - AVP and Budget Analyst approval is required prior to posting positions

### Space

UA follows the campuses standards related to space allocation for its employees. UA has approximately thirteen designated student work spaces. Please work with the AVP, Advancement Operations in regards to space allocation requests before posting the position.

### Hours

Students may work any business day between 8am and 5pm

### Supervision

Students must be supervised at all times. If the immediate supervisor is not available for all or part of the student's shift, the supervisor is responsible to assign an appropriate staff member to fill in for that shift. Students may **not** work outside of office hours.

### Breaks

Students are entitled to 10 minute breaks for every four hours and a 30 minute lunch for five+ hours.

### Security

Student employees **may** be given Omnilock codes for the north doors on a case by case basis. *Shared codes are prohibited.*

### Equipment

Student employees will be assigned with basic work tools to be able to get his/her tasks accomplished. Specialized equipment is reserved for full-time SJSU employees.

### Introduction

It is encouraged that students be given a thorough introduction to the work and effort made to evaluate progress within the first few weeks. If a student is unable to show significant potential to execute specific tasks, a decision to counsel another position or termination should occur by week three.

Supervisors are encouraged to include student workers in staff appreciation events.