Student Employment

A. Criteria for Student Employment

1. During a fall or spring semester, a student must be enrolled for at least six (6) graduate or undergraduate semester credit hours, or pre-registered for the next semester to be eligible for employment in a student job. For work eligibility during a summer term, a student must be enrolled for at least three graduate or undergraduate semester hours during the term in which the work is to be done; be admitted for the fall semester; **and/or** have been enrolled as a student the prior semester/term and have a reasonable expectation of returning the next term or semester. A student who graduates mid-month may continue to work as a Student Worker until the end of that month. A usual work schedule for a student employee should not exceed twenty (20) hours per week.

2. A student worker who holds a position for which student status is required for employment is not eligible to participate in retirement or group insurance programs, nor are such students eligible for fringe benefits or holidays.

B. Student Classification Descriptions

The following classification descriptions are intended to provide general information and to be a guide for departments in selecting an appropriate student job title and pay range. These descriptions are not intended to be exhaustive, or prescriptive. Rates of pay for student job titles are listed in section C.

1. *Student Worker I (Job Code U7621)* – Student employees holding this job title typically have little or no previous training or work experience and/or have limited skills. The job duties to be performed usually require a minimal amount of training, and such duties are normally routine in nature and involve little decision making. Depending upon the campus department, job duties may require physical exertion and/or unpleasant working conditions. Student employees holding this job title are generally well supervised. Types of functions performed in this job title might be similar to the functions performed in positions such as, Clerk I, Farm Worker, Environmental Worker I, Groundskeeper I, Ticket Writer and Maintenance Helper.

2. *Student Worker II (Job Code U7622)* – Student employees holding this job title typically have previous training, experience, or knowledge, sometimes including mechanical ability and/or manual dexterity. Depending upon the job duties assigned, the exercise of limited independent judgment may be required, also. In some departments, the work may include responsibility for other's safety, as well as property. Student employees holding this job title may supervise one or more Student Worker I's on an occasional basis. Types of functions performed in this job title might be similar to the functions performed in positions such as, Clerk III, Secretary, Receptionist, Data Entry Clerk, Environmental Worker II, Lab Attendant, Computer Operator, Paper Grader, Groundskeeper II, Construction Worker and Web Page Designer.

3. *Student Technician I (Job Code U7519)* – Student employees holding this job title typically have technical skill or knowledge of the job through previous training and experience, often extensive; need little day-to-day supervision; exercise some independent judgment in defined areas of assignment; and may regularly involve the supervision of Student Worker I's and II's. The job duties performed may also be an essential, perhaps critical, component of the overall operation of the employment department. Since the classifications of Student Worker I and II already require some prior level of skill and/or ability, it is expected that the Student Technician classification be used sparingly. Types of functions performed in this job title might be similar to the functions performed in positions such as, Instructor Aide, Lab Attendant II, Research Assistant, Statistician, Grader or other specialized field.

4. *Student Technician II (Job Code U7679)* – Student employees holding this title must have technical skills or knowledge of the job through previous training or experience, would need little, if any supervision. This position may require supervision of other student employees and may be an essential function of departmental operations. Types of functions performed in this job title might be similar to the functions performed in positions such as Drafter II, Illustrator II, Engineering Technician, Systems Analyst, and Scientific Instrument Maker. It is expected that the Student Technician II title be used sparingly and as a level of progression from Student Technician I.

5. *Student Computer Services Technician I (Job Code U7393)* – Student employees holding this job title must have computer technical skill, knowledge of the job through previous training and experience, and demonstrated customer service skills; require independent thinking and decision making with minimal supervision; and may require demonstrated responsibility over vital and/or confidential information. The job duties performed may also be an essential, perhaps critical, component of the overall operation of departmental information technology services and may regularly require taking the lead role on work assignments. Types of functions performed in this job title might be computer hardware and software upgrades, migration of data, account maintenance, and user permissions. It is expected that the Student Computer Services Technician I

classification be used sparingly and as a progression from the Student Technician II position if the needs of the department are weighted heavily toward service-oriented computer support.

6. *Student Computer Services Technician II (Job Code U7394)* – Student employees holding this job title must have computer technical skill, knowledge of the job through previous training and experience, and demonstrated customer service skills; require complex independent thinking and decision making with minimal, if any, supervision; and require demonstrated responsibility over vital and/or confidential information. The job duties performed may also be an essential, perhaps critical, component of the overall operation of departmental information technology services and may regularly require taking a supervisory role over work assignments. Types of functions performed in this job title might be computer hardware and software upgrades, migration of data, account maintenance, and user permissions. It is expected that the Student Computer Services Technician II title be used sparingly and as a level of progression from Student Computer Services Technician I.

7. *Student Manager (Job Code U7671)* - Responsible for overseeing the operations of a facility in the evening, on weekends, and/or during other pre-arranged hours. Duties include staying abreast of facility policies, guidelines, and procedures; preparing reports; assisting to plan, develop, implement activities; opening/closing the facility; training and supervising other student workers; ensuring smooth operation of events, meetings, and other activities of the facility; ensuring security and safety; managing emergencies and conflict resolution appropriately; and/or assisting with special projects related to the department. Individual must possess excellent customer service skills, as well as effective and professional interpersonal skills. Position may involve moving/lifting heavy objects, as well as bending/kneeling/stooping. Position may require maintaining current First Aid and CPR certification. It is expected that the Student Manger title be used very sparingly.

8. *State College Work-Study Student (Job Code U7659)* – This title will be used for any student who is on the State College Work-Study (CWS) Program and receives State CWS as part of his/her financial aid package. The rate of pay for student employees on CWS will be equivalent to the level of work being performed, I.E., equivalent to items 1, 2, or 3 above.

9. *Federal College Work-Study Student (Job Code U7650)* – This title will be used for any student who is on the Federal College Work-Study (CWS) Program and receives Federal CWS as part of his/her financial aid package. The rate of pay for student employees on CWS will be equivalent to the level of work being performed, I.E., equivalent to items 1, 2, or 3 above.

10. *Supplemental Instruction (SI) Leader I (Job Code U7685)* – This title should be used for students who attend a specific course lecture, develop support materials, conduct help sessions for students enrolled in the course for which academic support is being provided, have demonstrated mastery in the course content along with excellent professor recommendations.

11. *Supplemental Instruction (SI) Leader II (Job Code U7686)* – This title should be used for students who attend a specific course lecture, develop support materials, conduct help sessions for students enrolled in the course for which academic support is being provided, provide leadership within the SI program by mentoring other SI Leaders, observing other SI Leaders with like-content, and presenting during SI Leader training sessions to assist the SI coordinator in training new SI Leaders in the program, have at least one semester of experience as an SI Leader (with excellent performance evaluations from the SI coordinator) and subject mastery no lower than the sophomore level.

12. *Supplemental Instruction (SI) Leader III (Job Code U7687)* – This title should be used for students who attend a specific course lecture, develop support materials, conduct help sessions for students enrolled in the course for which academic support is being provided, assist with the course lab and conducting activities during the lab portion of the course, supervising and maintaining quality classroom activities and maintenance, maintain attendance records, maintain quiz and classroom activity grades. This student must have at least one year of experience as an SI Leader (with excellent performance evaluations from the SI coordinator) and subject mastery no lower than the senior level.

13. *Student Tutor I (Job Code U7755)* – This title should be used for students who carry tutoring responsibilities with an established Tarleton academic support program, have less than one year of academic support experience and/or subject mastery no higher than the sophomore level.

14. *Student Tutor II (Job Code U7754)* – This title should be used for students who carry tutoring responsibilities with an established Tarleton academic support program, have at least one year of academic support experience (with excellent performance evaluations from the Tutor coordinator) and/or subject mastery no lower than the junior level.

15. *Student Tutor III (Job Code JC-6151)* – This title should be used for students who carry tutoring responsibilities with an established Tarleton academic support program, have at least two years of academic support experience (with excellent performance evaluations from the Tutor coordinator) and/or subject mastery no lower than the junior level, and demonstrated leadership skills befitting a tutor mentor (as evaluated by the Tutor coordinator).

16. *Intern 2 Learn- Assistant Intern (Job Code U7646) or Federal Work Study- Intern 2 Learn- Assistant Intern (Job Code U7655)* – Student employees holding this job

title must meet the standard requirements set for the *Intern 2 Learn* program at the entry level. The specific position will relate to the core academic curriculum of the participating student. Students must be able to learn and exhibit good organizational and time management skills, interpersonal and communication skills, and office etiquette; must have satisfactory customer service skills; and may be required to observe the confidentiality of data. Students will be expected to complete a minimum of 225 hours over the course of a semester, maintain a journal, write a reflection addressing student learning outcomes, and develop a professional resume.

17. *Intern 2 Learn- Associate Intern (Job Code U7645) or Federal Work Study- Intern 2 Learn- Associate Intern (Job Code U7657)* – Student employees holding this job title must meet the standard requirements set for the *Intern 2 Learn* program at the intermediary level including 1-2 years of experience in a related position. The specific position will relate to the core academic curriculum of the participating student. Students must be able to exhibit good organizational and time management skills, interpersonal skills, and office etiquette; demonstrate good customer service skills; and demonstrate effective written and oral communication. Students must have the ability to work independently and make decisions with limited supervision as well as observe the confidentiality of data. Students will be expected to complete a minimum of 225 hours over the course of a semester, maintain a journal, write a reflection addressing student learning outcomes, develop a professional resume, and may participate in a Career Services learning module.

18. *Intern 2 Learn- Senior Intern (Job Code U7643) or Federal Work Study- Intern 2 Learn- Senior Intern (Job Code U7658)* – Student employees holding this job title must meet the standard requirements set for the *Intern 2 Learn* program at the highest level including 2-3 years of experience in a related position. The specific position will relate to the core academic curriculum of the participating student. Students must have excellent organizational and time management skills, office etiquette, and interpersonal skills; effective and diplomatic written and oral communication; and demonstrated excellent customer service skills. Students must have the ability to apply complex independent thinking and decision making with minimal supervision and recognize the need for and observe the confidentiality of data. Students will be expected to complete a minimum of 225 hours over the course of a semester, maintain a journal, write a reflection addressing student learning outcomes, develop a professional resume, and may participate in a Career Services learning module.

19. *Student Intern (Job Code U7635), Student Intern–Research (Job Code U7670), Student Intern–QEP/ALE (Job Code U7669)* These titles should only be used for students who perform tasks which are closely related to their course of study, help fulfill certifications, give practical and applicable experience for a career and do not easily correspond to a set or regular number of hours per week. Students will sign a Memorandum of Agreement ("contract") to be paid on a task-rate basis, normally every two weeks throughout the semester.

20. *Student Publications Contributor (Job Code U7749)* – This title should be used for non-editor student employment with Student Publications. Non-editor positions are paid based on each submitted content piece that is used by Student Publications. Content pieces can consist of a news/sports/feature article, photo, video story, cartoon, comic, etc. Students will sign a Memorandum of Agreement ("contract") to be paid a predefined task-rate per contribution of written, photographic, or video content.

21. *Student Orientation Advisor (Job Code U7673)* – This title should be used for students who serve as an advisor to individuals and groups of students during the orientation conference.

22. *Student Agricultural Worker (Job Code U7395)* – This title should be used for students who work at the Tarleton Agriculture Center. Students in this title are exempt from overtime.

23. *Student Programmer Analyst I (Job Code U7674)* – Student employees holding this job title typically have computer skills or knowledge through previous training and experience. Students in this title would be expected to code, design and implement simple or single databases or webpage's. Students in this title should require some supervision.

24. *Student Programmer Analyst II (Job Code U7675)* – Student employees holding this job title typically have extensive computer skills or knowledge through previous training and experience. Students in this title would be expected to code, design and implement multiple databases or webpage's. Students in this title should require minimal supervision.

25. *Student Worker-Special (Job Code U7762)* – Student employees holding this job title will have a very specific job assignment with a short duration.

26. *Non-Affiliated Student Worker I (Job Code U7033)* – A non-affiliated student employee is a student who is enrolled in an institution other than Tarleton state University (e.g. enrolled in high schools, junior colleges, other colleges and universities), is working part-time, on or off campus and is processed through one of the Texas A&M University System payroll stations under the Non-affiliated Student Employee Title Codes. These non-affiliated student employees are not

student employees by current definition, yet it is necessary that they be paid the same rate as Tarleton student employees performing similar duties.

A Workday request must be completed in the event a student is hired, reassigned, dismissed, or work status or funding source changes. The Financial Aid office must verify all hires and changes regarding Work Study students before being forwarded to the Employee Services Department. All student hiring instructions may be obtained from the Employee Services Department web site through the *Initiate to Hire* packet

C. Pay Scales for Student Employment

Student employees will normally be hired at the stated hourly rate of pay for the appropriate job classification. Although each title has a minimum wage scale associated with it, employers may hire a student at a rate higher than the minimum. Employers should consider experience, level of responsibility and what comparable positions are paying within the University in determining a starting rate of pay. A concise justification should be provided where starting pay is above $11.50 and forwarded through the appropriate Vice President or Provost for approval. Such approval should be secured prior to the student beginning work. Employers needing to hire above the minimum should contact the Employee Services Department for guidance.

TITLE/POSITION	JOB CODE	HOURLY RATE
Student Orientation Advisor	U7673	Task
Supplemental Instruction Leader I	U7685	$8.60
Supplemental Instruction Leader II	U7686	$9.40
Supplemental Instruction Leader III	U7687	$10.00
Student Tutor I	U7755	$8.10
Student Tutor II	U7754	$8.60
Student Tutor III	JC-6151	$9.40
Intern 2 Learn- Assistant Intern	U7646	$8.00
Intern 2 Learn- Associate Intern	U7645	$9.00
Intern 2 Learn- Senior Intern	U7643	$10.00
Federal Work Study- Intern 2 Learn- Assistant Intern	U7655	$8.00
Federal Work Study- Intern 2 Learn- Associate Intern	U7657	$9.00
Federal Work Study- Intern 2 Learn- Senior Intern	U7658	$10.00
Student Intern	U7635	Task
Student Intern-Research	U7670	Task
Student Intern-Qep/Ale	U7669	Task
Student Publications Contributor	U7749	Task

TITLE/POSITION	JOB CODE	HOURLY RATE
Student Agricultural Worker	U7395	$7.25
State College Work Study-Student	U7659	$7.25
Federal College Work Study-Student	U7650	$7.25
Student Worker I	U7621	$7.25
Student Worker II	U7622	$7.45
Student Computer Services Technician I	U7393	$9.00
Student Computer Services Technician II	U7394	$10.00
Student Technician	U7519	$7.60
Student Technician II	U7679	$8.10
Student Manager	U7671	$8.50
Student Programmer Analyst I	U7674	$8.60
Student Programmer Analyst II	U7675	$9.40
Student Worker Special	U7762	Negotiable
Non-Affiliated Student Worker I	U7033	$7.25

D. Merit Increases for Student Workers

Departments may give merit increases to student workers for meritorious performance or longevity if the following requirements are fulfilled:

1. Students must be employed with the current department for at least one academic year, and,
2. Students must have received a performance evaluation and received an overall rating of "Meets Expectations" or above.

The performance evaluation must be submitted with the Workday request for the increase in salary, must be approved by the appropriate department head and then forwarded to the Employee Services Department. Only instances where increased pay is above the $11.50/hr threshold should memo request be forwarded through the appropriate Vice President or Provost for approval.

Recommended salary increases should be at least $.10 per hour up to $.25 per hour. Should the amount exceed $.25 per hour, full justification will be stated in the "Comments" section of the Workday request or addressed in a memorandum accompanying the Workday request. Salary increases may not be granted more than once in a fiscal year. Performance evaluation forms may be obtained from the Employee Services Department web site at:
https://www.tarleton.edu/hr/documents/forms/NBHPerfEval.pdf