



Hiring a Student Assistant

Supervisors wishing to hire a Student Assistant should consider the following:

Planning for Student Assistants

Departments should have a projected idea of their needs for Student Assistants at the beginning of each fiscal year, including the kinds of jobs to be filled, the total student hours needed, the peak-load times and the budgetary allowances available to the department.

Student Wage Budget Allocations

All Department Heads submit annual Student Wage Budget requests at the beginning of each fiscal year. Once budget requests are approved, Department Heads will be notified of their annual allocation. Each department is expected to carefully monitor their Student Wage Budget to ensure there are enough funds to cover payments of Student Assistant hours.

Writing a Job Description for Student Assistants

An accurate job description, including the minimum skills required to perform the duties, is very useful when recruiting and interviewing student candidates. Job descriptions may be posted on the Library Personnel website to attract potential student applicants.

Interviewing Student Applicants

It is useful to refer to the job description when interviewing an applicant. The duties of the position should be clearly stated and the Student Assistant qualifications closely examined. The employer should check the student's schedule to determine that he/she will be available to work when needed. Work schedules must not interfere with class schedules under any circumstances.

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After selecting an applicant for a student position, the supervisor will need to complete the Conditions of Employment section on page 2 of the Student Assistant Application. The Hired Applicant will then need to read and sign the Student Assistant Employment Agreement and visit the Library Personnel Office to complete sign-up procedures before beginning work.