

POLICY NO. 606

Area: Human Resources

Adopted May 14, 1999

Certified by _____

Dr. Adolphus Andrews
Vice President
Administration and Finance

Revisions Approved:

SUBJECT: Student Employment

The basis for student employment is to assist in meeting the needs of the University, provide University students with financial support in pursuit of their academic goals, and provide opportunities for academic or administrative job experience. The job duties and responsibilities of student employees vary greatly, and may or may not be related to their field of study. A student employee is defined as an individual who is:

1. Enrolled at the University on a full-time or part-time basis;
2. Appointed to a position designated as student employment;
3. Associated with the University primarily in the pursuit of an academic degree.

The University maintains a distinction between student appointments and ongoing regular appointments. These distinctions may include but are not limited to nature of work, hours worked, degree required, rate of pay, and benefit eligibility.

Employment of international students is subject to federal regulations, and special restrictions may apply. Contact the Office of Student Services (937-376-6579) for information relating to the employment of international students.

PROCEDURE:

Guidelines 606.1