

STUDENT EMPLOYEE SUPERVISOR TRAINING

2009-2010

Job Descriptions

- ❑ Job descriptions must be detailed
 - ❑ Jobs should be purposeful and give students good work experience.
 - ❑ When writing job descriptions, remember that students are a valuable resource and should be given responsibility and held accountable.
 - ❑ Job descriptions should be the same for federal and institutional student employees.
-

Office Name : MSU Biology Department

Job Title : Primary Workstudy –Lab Worker -2 positions

(higher level positions could be called Lab Assistant, Teaching Assistant – separate job descriptions prepared)

Job Summary

Laboratory Workers prepare laboratory materials, maintain and clean the teaching laboratories and may assist in the animal room, computer room or science reading room. Students may also assist in one or more areas in the department including zoology, botany, anatomy, physiology, microbiology, developmental biology, parasitology, genetics, and molecular and cellular biology. (Optional -- Students should have maintained a B average in their major and collateral courses.) Completes CPR and Safety Training each year prior to the end of the first week of school or provides documentation of current certification

Major Duties and responsibilities *(will be scored on the evaluation sheet for the student evaluation and these should also be explained to them prior to beginning work)*

Prepares laboratories for class

Cleans teaching laboratories

Assists students in the computer or science and reading room

Provides assistance during class for assigned laboratory

Organizational Relationships

Reports to the Academic Department Specialist in the biology department or reports to the Senior Lab Assistant *(this could be a higher level institutional workstudy position)*

Additional Desirable Qualifications

This would be the place to add qualifications, especially for higher paying positions within the unit that have additional responsibility above and beyond the primary workstudy position.

Working Conditions

Place anything in this category that students would need to know prior to starting the position – (i.e. required to work weekends, some holidays, outside, heavy lifting, computer skills, need to be able to have transportation to an offsite work assignment)

Evaluations

- ❑ Evaluations will be based on job requirements stated in the job description.
 - ❑ You should have a conversation with each student at the beginning of their employment to discuss the job accountabilities and expectations.
 - ❑ Evaluations should be a time to discuss the student's job performance and to provide the student with guidance to improve their performance.
-

TYPES OF student employee

- Federal

 - Institutional
 - Allocated
 - Reimbursable
 - Undergraduate Fellowships
-

FEDERAL

- ❑ Assignments are made by the Office of Financial Aid.
 - ❑ Students can only be transferred from one department to another if the original department signs a transfer form.
 - ❑ Students who are released will be transferred into departments with the highest need.
-

FEDERAL

- Normally 10 hours per week
 - Minimum wage (\$7.25)
 - Cannot be hired on any other payroll (regular, institutional, or graduate assistant)
 - Can only work during periods of enrollment (except full-time summer awards)
-

INSTITUTIONAL

(Allocated, Reimbursable, Undergraduate Fellowships)

- Department must submit appropriate request form and necessary documentation prior to student beginning work.
 - Student may not be hired on more than one payroll and may only work in one department (exception: tutoring/peer advisor).
-

INSTITUTIONAL

(Allocated, Reimbursable, Undergraduate Fellowships)

- ❑ Students cannot work more than 20 hours in any one week.
 - ❑ Students may work during periods of non-enrollment (breaks, summer) as long as they will enroll in the following term.
 - ❑ Wage is determined by the department but should be based on a policy to ensure it is equitable.
-

INSTITUTIONAL

(Allocated, Reimbursable, Undergraduate Fellowships)

- Students must be making Satisfactory Academic Progress to be approved to work.
 - Students are subject to the same regulations as federal student employees.
 - Employing department is responsible for monitoring earnings and budget account balances.**
-

REGULATIONS

- ❑ All students must complete an I-9 and W-4 **prior** to beginning work. By law, these must be submitted to the Office of Financial Aid within **3** days of the first day of work.
- ❑ All students must complete a time card (on-line and/or paper). The student and their supervisor must sign the time card to verify the hours worked.

REGULATIONS

- Paperwork must be submitted and an approval must be obtained ***BEFORE*** the student can begin working.
- Students must not work during scheduled class time.
- Breaks and lunch/dinner time must be allowed as with other employees (students must clock out for lunch/dinner)
- Must adhere to all Labor Laws.

REGULATIONS

- ❑ Students cannot work more than their award amount—**it is your responsibility to track these earnings.**
 - ❑ Students must be officially enrolled (except full-time federal or summer institutional)—to be officially enrolled they must have signed a Statement of Intent or paid their account. Do not allow a student to work until you have confirmed that they are officially enrolled.
-

REGULATIONS

- ❑ Students cannot be asked to perform personal tasks for anyone.
 - ❑ All payroll records must be kept on file and available to auditors for five years.
 - ❑ Students must be informed that their employment is contingent upon a satisfactory background check result.
 - ❑ **FAILURE TO COMPLY WITH REGULATIONS MAY RESULT IN AUDIT FINDINGS, FINES, AND LOSS OF ELIGIBILITY FOR FEDERAL AID FOR THE UNIVERSITY.**
-

FORMS

- Supervisor's Preference Form
 - This is a preference form only—it does not guarantee placement
 - Can be used to request a student not be returned to your department
 - Do not use to request students currently in your department
-

FORMS

□ INSTITUTIONAL REQUEST FORMS

- ALLOCATED/REIMBURSABLE
 - UNDERGRADUATE FELLOWSHIP
 - I9
 - W4
 - BACKGROUND CHECK CONSENT FORM
 - www.moreheadstate.edu/finaid
 - Student Evaluation/Department Evaluation
(coming soon)
-